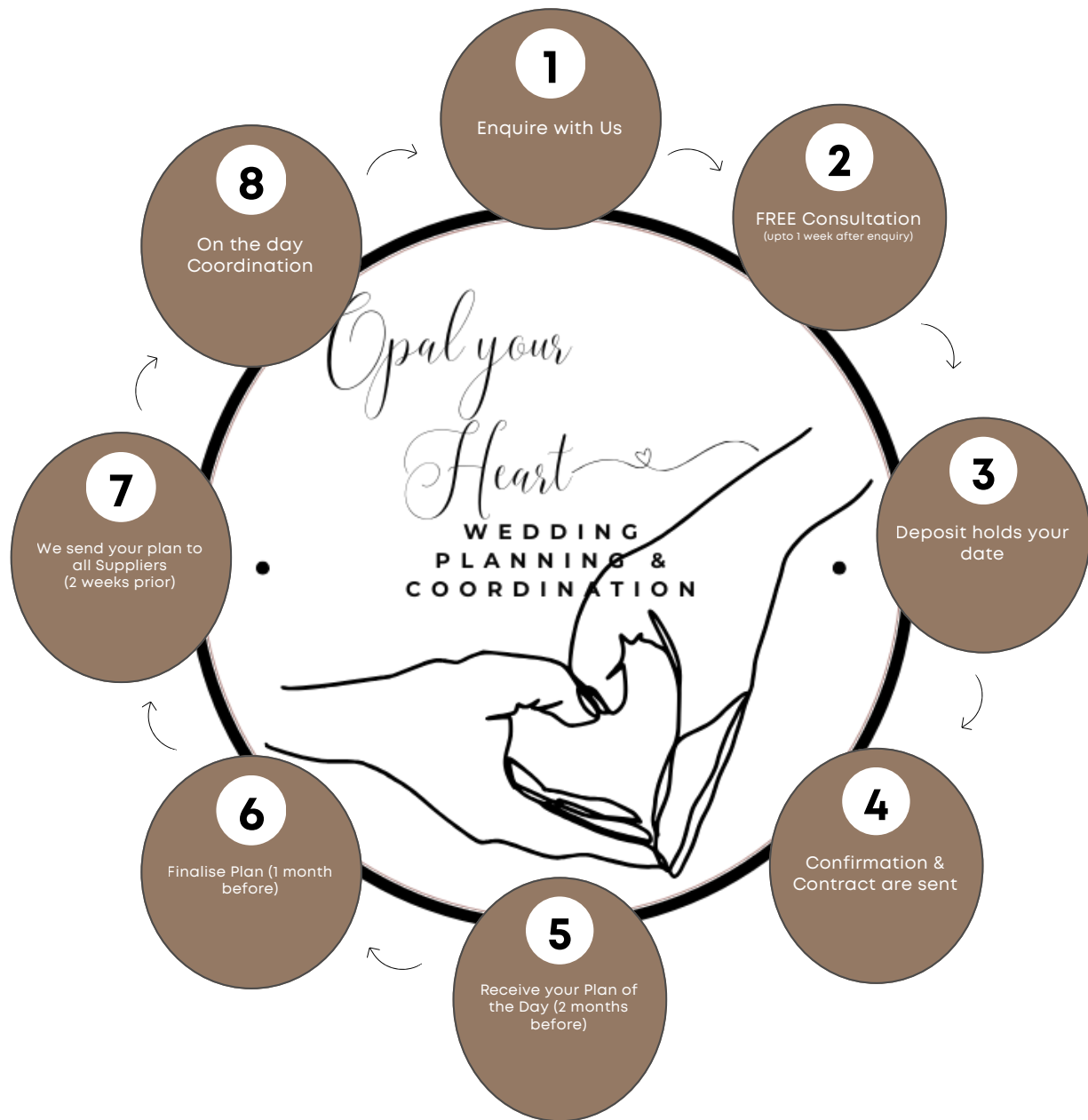


MY COORDINATION PROCESS

Wedding Coordination or On the day Coordination follows the plans you have created. We manage the logistics.



The above are a basic outline on how I would work for you. These are simple steps to follow but, I understand life sometimes gets in the way. If you need to do things slightly differently then please let me know and we will work something out together.

COORDINATION PACKAGES

COORDINATOR (ON THE DAY)

Relax and enjoy your day! Our on-the-day coordination ensures everything runs seamlessly, from supplier management to timeline adherence, so you can focus on celebrating.

£800

EXTRA COORDINATOR

two to cover more ground works well with very large venues.

Can also be added as an optional extra for smaller weddings.

£300

GRAND

Will be decided at consultation, used if your wedding includes a lot of events that need more logistical processes

£1200

NIGHT BEFORE

Available from 3pm - 8pm the night before your wedding to attend your venue, assist with set ups, check table plans and perform rehearsals. Finalising all last checks.

£275

COORDINATION PACKAGE DETAILS

Wedding Coordination: Your Peace of Mind on Your Big Day

You've poured your heart and soul into planning every detail of your perfect wedding. Now, let us step in to ensure all your hard work comes to life flawlessly. Our wedding coordination services are designed for couples who have completed the majority of their planning but want a professional to execute their vision seamlessly on the day itself.

Here's what's typically involved:

- **Final Consultation & Planning Review:** We'll meet with you in the weeks leading up to your wedding to thoroughly understand all your plans, supplier contracts, timelines, and logistical details.
- **Timeline Finalisation & Distribution:** We'll review and refine your existing timeline, ensuring all elements flow smoothly, and distribute it to all vendors and key individuals.
- **Supplier Liaison & Confirmation:** We'll connect with all your confirmed suppliers to introduce ourselves, confirm arrival times, setup details, and address any last-minute questions.
- **On-Site Coordination:** On your wedding day, we'll be your dedicated point of contact, overseeing all aspects of the event. This includes:
 - Managing supplier arrivals, setup, and breakdown.
 - Ensuring adherence to the agreed-upon timeline.
 - Coordinating the ceremony and reception flow.
 - Troubleshooting any unexpected issues that may arise.
 - Assisting with guest queries and directions.
 - Managing personal items and décor placement according to your instructions.
- **Ceremony & Reception Management:** We'll ensure the ceremony proceeds smoothly and the reception transitions seamlessly between different events (introductions, speeches, first dance, etc.).
- **Behind-the-Scenes Support:** We'll handle the little details you might not even think about, ensuring everything runs like clockwork.

In essence, we become your on-the-day logistical experts, allowing you, your family, and your friends to relax and fully immerse yourselves in the joy of your wedding celebration. You've done the planning – let us handle the flawless execution. We are available for wedding coordination services once all your planning is complete and you're ready to hand over the reins for your special day.