

A photograph of an outdoor wedding ceremony setup. In the background, a white pergola is heavily draped with lush green vines and leaves. The pergola's frame is visible, with white columns and a flat top. The background wall is a dense, dark green hedge. In the foreground, several white wooden chairs are arranged in rows. Each chair is decorated with a tall, feathery pinkish-white dried grass arrangement and a small white rose. Two small glass vases with water and a single rose are placed on the ground between the rows of chairs. The overall scene is romantic and elegant, set in a garden-like environment.

Orting Manor
Day of Coordination

DAY-OF COORDINATION

- Initial Consultation Meeting
- Your own private planning portal
— build your wedding website,
collect RSVPs, manage your guest
list, design your seating chart, all
in one place
- Venue Walk-Through to finalize
your Layout together
- Timeline Creation
- Coordinate Rehearsal on-site
- Coordinate the wedding day from
setup and breakdown of all decor
- Cleanup of Venue at end of the
night

\$3000

this package can be added on up
to six weeks before





What to Expect...

What does a Planner/Coordinator do?

- Guides you through your planning portal — your floor plan, seating chart, wedding website, all in one place
- Creates and manages the timeline
- Sets up and takes down all decor provided
- Directs rehearsal, ceremony, and reception flow
- Coordinates with vendors (music, catering, bussing, serving, garbage, rentals, etc.)
- Enforces venue policies so everything runs smoothly
- Troubleshoots issues so you and your family don't have to

What a Planner/Coordinator Does Not Do:

- Provide vendor services that you would typically pay another vendor to do (music, catering, bartending, serving, garbage removal, rentals)
- Replace licensed professionals—we require that all vendor jobs (DJ, caterer, bar staff, bussing, rentals) be handled by professionals for quality and liability reasons
- By requiring a planner/coordinator, each vendor can focus on their role while your coordinator oversees the big picture, ensuring your wedding is exactly what you envisioned: smooth, stress-free, and unforgettable.

Included in each package



Your package includes one Venue Host on site with our Day-of Coordinator to assist during the day of the event.

Their role is to:

- Unlock and prepare the venue for your arrival
- Ensure the venue is operating smoothly (lighting, restrooms, parking, etc.)
- Provide access to décor inventory and venue amenities
- Be available for any venue-related needs or emergencies

Also Included:

- A 1 hour rehearsal included (usually a \$400 add-on)
- Clean-up of all decor plus tables/chairs/garbage etc. at the end of rental (usually a \$500 add-on)

Additional Venue Staff:

If you'd like extra staff assistance (for example: helping with set-up beyond venue-provided items, bussing tables, serving, moving chairs or tables during the event, monitoring restrooms, or general support during your event), it is available at **\$500** per event, per staff member.





Orting Manor

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FACEBOOK