



Day of Coordination by Stacy

Starts at \$500 and is for folks who have planned out every aspect of their event but want to sit back and enjoy the actual event – and let your friends and family enjoy it too! Services start **THREE WEEKS** in advance of the wedding date and include the following support:

- One two-hour final details phone call to consult on all things wedding day related
- Finalization of your wedding-day timeline
- Checking that all your vendors and friends are on task before the event/during set up. There to be their point person while you are getting ready.
- Guiding the bridal party through processional and recessional the day of the ceremony.
- Time manager for the bride and groom, bridal party, and vendors to stay on schedule and assure your schedule of events is maintained to create a seemingly effortless flow for your wedding day.
- Stacy arrives with the catering staff, approx. 2 hours prior to the ceremony start time and departs with the catering staff (at approx. 8:30pm but may vary based on services selected).



This Day of Coordination package **does not** include:

- Creation of overall vision or theme
- Consultation in decor and design
- Booking venues/vendors or negotiating contracts
- Creating seating charts
- Participation in or design of DIY projects
- Physical floral or centerpiece construction
- Budget creation or management
- Unlimited phone or email consultation
- Master timeline generation or ceremony development (order of events, reading suggestions, reference materials)
- Coordination of lodging, transportation, or party/equipment rentals
- Vendor relations, communication, and payment
- Performer management (musicians, singers, readers, emcees)
- Onsite supervision of the wedding rehearsal
- Set up of tables, linens, décor, etc. the day of the event
- Anything not specifically included in the scope of work outlined above.

* If you need any additional services – please don't hesitate to ask for a quote– however, please note that I do not currently offer Wedding Planning or Month of Coordination. Additional charges may apply for guest counts over 150 and/or additional services requested. Therefore, additional staff may be necessary to assist at a rate of \$30 per hour the day of your event.

