

## Little Edge

Day of Coordination- Starting at \$1000

### Pre-Wedding Planning

- ❖ Initial Consultation
- ❖ Create timeline
- ❖ Confirm with all vendors one week prior to wedding day
- ❖ Final walk-through of ceremony site
- ❖ Conduct rehearsal processional, ceremony, and recessional

### Day of Wedding Coordination

- ❖ Wedding Day consultants arrive before wedding start time to oversee set up
- ❖ Direct wedding ceremony and reception
- ❖ Oversee vendor arrival and set up
- ❖ Ensure decor is set according to plan
- ❖ Retain Marriage License for Officiant
- ❖ Pin flowers on family and attendants
- ❖ Distribute bouquets
- ❖ Bustle Gown
- ❖ Ensure timeline is followed according to plan by vendors
- ❖ Direct reception flow
- ❖ Introduction to bride and groom first dance, cake cutting, toasts
- ❖ Handle any discrepancies, last minute details, and vendor issues
- ❖ Box up remaining cake and to-go meals
- ❖ Distribute favors
- ❖ Direct bride and groom's exit
- ❖ Distribute any remaining payments or gratuities to vendors
- ❖ Help load gifts, personal items, and keepsakes into designated vehicles
- ❖ Oversee venue clean-up and break down

**\*Always included: unlimited phone calls, emails, and access to Wedding Emergency Kit**