

This & That

Wedding & Event Coordination

If you are the DIY client who needs assistance on the big day, we have three packages to choose from. No matter what the event, we understand that every event is special and unique and we will work with you to ensure your special day meets your expectations. Our goal is to help you coordinate an event that will allow you to enjoy the day as much as your guests!

DAY OF COORDINATION ~ Prices starting at \$495

**Prices may vary according to guest size and details of your event*

Package includes:

- Complimentary consultation, in-person or via phone, to discuss the details of your upcoming special event
- Unlimited emails and phone support
- Eight (8) hours onsite the day of your event
- Create a detailed timeline for your event
- Oversee the setup of ceremony/reception/meeting space
- Assist with setup of audio/visual, if applicable
- Be the point of contact for all deliveries/vendors and direct where to set up
- Provide an adequate staff of servers and bartenders, based on number of guests attending*
- Ensure the venue, patio and restrooms are kept clean, tidy and stocked during the event
- For wedding events, the coordinator will attend the rehearsal and do a final walkthrough, finalizing all details

Add-ons:

- Servers ~ \$50pp
- Licensed Bartender ~ \$150pp

PARTIAL COORDINATION ~ Prices starting at \$695

**Prices may vary according to guest size and details of your event*

Package includes:

- Complimentary consultation, in-person or via phone, to discuss the details of your upcoming special event
- 1-2 in-person meetings to go over vendor list, timeline and expectations of your special day
- Unlimited emails and phone support
- Ten (10) hours onsite the day of your event
- Create a detailed timeline for your special event
- Monitor and/or assist the setup of ceremony/reception/meeting space
 - *for liability reasons, coordinators are not allowed to hang decorations that require a ladder or move heavy machinery/equipment*
- Assist with setup of audio/visual, if applicable
- Be the point of contact for all deliveries/vendors and direct where to set up
 - Confirm arrival times and services booked 1 week prior to your event
- Ensure the venue, patio and restrooms are kept clean, tidy and stocked during the event
- Wedding Coordination also includes:
 - Attend the rehearsal and do a final walkthrough, finalizing all details

Add-ons:

- Servers ~ \$50pp
- Licensed Bartender ~ \$150pp

ALL DAY COORDINATION ~ Prices starting at \$895

**Prices may vary according to guest size and details of your event*

Package includes:

- Complimentary consultation, in-person or via phone, to discuss the details of your upcoming special event
- 2-3 in-person meetings to go over vendor list, timeline and expectations of your event
- Unlimited emails and phone support
- Twelve (12) hours onsite the day of your event

- Create a detailed timeline for your special event
- Monitor and/or assist the setup of ceremony/reception/meeting space
 - *for liability reasons, coordinators are not allowed to hang decorations that require a ladder or move heavy machinery/equipment*
- Assist with setup of audio/visual, if applicable
- Vendor Management
 - Assist with locating and retaining a vendor(s)
 - Manage and direct all deliveries/vendors and become their point of contact on the day of your event
 - Confirm arrival times and services booked 1 week prior to your event
 - Distribute final payments & gratuities to vendors, if applicable
- Damage control for anything that may come up the day of your event
- Ensure the venue, patio and restrooms are kept clean, tidy and stocked during the event
- Wedding Coordination also includes:
 - Distribute bouquets, and corsages to bridal party, attendants and family
 - Retain the marriage license for the officiant
 - Organize the bridal party and family for the ceremony, photographer, reception, dinner, first dance, toasts, cake cutting, special requests, etc...
 - Monitor the gift table and card box
 - Coordinate your send off
 - Arrange for all of your personal items to be packed up and given to a designated family member, the cottage, or your vehicle
 - Attend the rehearsal and do a final walkthrough, finalizing all details

Add-ons:

- Servers ~ \$50pp
- Licensed Bartender ~ \$150pp

Hollie Davenport, Event Coordinator | 910.617.8433

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50% non-refundable deposit required at the time of signing contract. Remaining portion due two weeks prior to event

**Additional coordinator time may be requested for \$50/hr*