

Wedding Day Coordinator/Planner

Margaret Sincere 706.344.8124 ms4weddings@gmail.com

Juliette Chapel & Events, Dahlonega, GA

\$400

I have been coordinating weddings at the Juliette Chapel for 3 years and can help make your day run smoothly!

Service includes:

- Wedding Day Timeline Creation
- Planning Meeting
- Rehearsal Meeting/Direction
- Vendor Recommendations
- Assistance with guest and food service table placement
- Management of Wedding day timeline
- Work with vendors to ensure timely arrival, performance and location
- Communication throughout the event with wedding party and family
- Unlimited email, text and phone support
- Day of Coordination for 5 hours (additional hours can be arranged for an hourly fee)

Please Note:

- Full payment is required on or before the wedding day.
- Due to conflicts with my day of coordinating duties, I'm unable to provide assistance with food, bar, drink service, busing tables, assisting photographers, managing or cueing music, emceeing events or decorating. Please be sure to designate or hire the appropriate people to perform these services.

Thank you! I look forward to being of service to you!