

Wedding Day Coordinator/Planner
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Juliette Chapel & Events, Dahlonega, GA

I have been coordinating and planning weddings exclusively at the Juliette Chapel for 4 years. These services are customized to fit this DIY venue. I can recommend vendors if needed that are listed on the Chapel's website as I have worked with most of them. I can also assist if needed with recommendations on accommodations & transportation. Prior to the wedding day I can assist with table set-up/arrangements for guests and food and drink service locations to ensure the best flow in the reception building and grounds. My day of coordinating services ensure everything runs smoothly and on time. Typically I arrive about 2 hours or more before the ceremony time. During the day I make sure vendors arrive on time, set up in the appropriate places and perform their services as planned and on time. During the day of I communicate with the bride and groom to make sure that they have what they need, are where they need to be and on time. I guide guests, family and wedding party into the ceremony on time and where they need to be before and after the ceremony. I ensure the after ceremony events take place and are on time. To start the planning process for my services I send a wedding day timeline of events "worksheet" (the worksheet also has recommendations and/or suggestions that may be helpful) to the bride and groom to fill out the information needed to send back to me, I then use that info to help plan and create the final wedding day timeline. I like to meet with at least the bride at the venue for a planning appointment which is required, the planning meetings work the best with a minimum number of people. One of the important tasks we will go over at this meeting will be the table set-up/arrangement which will be set up by the chapel's crew before your arrival on the wedding day. This meeting works best after the RSVP deadline about 2 to 4 weeks from the wedding day unless the bride and groom live out of state then we can meet when travel plans allow. I can meet for rehearsals at the venue or other locations.

Coordinating & Planning Services:

- * **Option 1:** \$450 Flat Rate - Includes the following:
 - Help planning and creating a wedding day timeline.
 - Unlimited support and planning through emails, texts and phone calls.
 - A meet & greet/preliminary planning appointment several months before the wedding (optional).
 - 1 planning meeting at the venue 2 to 4 weeks before the wedding day after the RSVP deadline, to plan the table set-up/layout, (required unless travel or other plans do not allow).
 - Rehearsal with my assistance at the venue or other locations, unless other arrangements are made.
 - Tables & chairs set-up the day of before your arrival according to the diagram/plan the bride, groom and myself create.
 - Day of coordinating services for 5 hours, however if more hours are needed that can be arranged at an additional cost of \$50 per hour.

* **Option 2:** Flat Rate \$350 - Includes the Following:

- Everything in Option 1 except there will be 3 Hours of Wedding Day Coordinating instead of 5.

* **Option 3:** Flat Rate \$250 - Includes the Following:

- Unlimited support/planning through emails, texts and phone calls.
- 1 Planning meeting after RSVP deadline at the venue to help with planning & table set-up/layout.
- Tables & chairs set-up the day of before your arrival according to the diagram/plan the bride, groom and myself create.
- Help with family/wedding processional order on the wedding day timeline if needed.
- Rehearsal with my assistance - unless other arrangements are made.
- Day of coordinating services for 2 hours, additional hours may not be added to this option, if additional hours are needed then Option 1 or 2 should be selected.

Requisites for weddings I am hired to coordinate:

- * Rehearsals with my assistance - All 3 Options, Unless other arrangements are made.
- * All Guests are to have assigned tables, not seats just tables - for Options 1 & 2.
- * 1 to 2 paid servers hired to deliver food, set up, replenish, busing tables, break down & clean up - for Options 1 & 2 - Professional caterers will have enough servers provided to complete those tasks.

* **Note:** If your plans for catering are for food to be delivered/dropped off with no server(s) I can arrange

for a paid server to assist for \$30 an hour for 3 to 4 hours.

Please note: I am not available to hire for any food, bar and drink service, busing tables, cake cutting for guests, and decorating - however if I am not busy with coordinating tasks and see that some of these services need extra assistance I will definitely help. I cannot manage/cue music or MC events. Please designate or hire the appropriate people to perform these services for you. Most of these services conflict with my day of coordinating duties.

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

