

**Wedding Day Coordinator/Planner**  
**Margaret Sincere 706.344.8124 [ms4weddings@gmail.com](mailto:ms4weddings@gmail.com)**  
**Juliette Chapel & Events, Dahlonega, GA**

I have been coordinating and planning weddings exclusively at the Juliette Chapel for 4 years. My services are customized to fit this DIY venue. I can recommend vendors as needed, I have a list of preferred vendors who I like and enjoy working with. I can also assist if needed with recommendations on accommodations, transportation, rehearsal dinner restaurants, and almost all aspects for planning a wedding at the Juliette Chapel. 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. I arrive about 2 to 3 hours before the ceremony time and coordinate the events of the day for 6 hours, if my services are needed longer then that can be arranged. 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 the bride and groom at the venue for a preliminary planning/meet and greet appointment several months before the wedding. And then a 2nd planning appointment which is required, the planning meetings work the best with a minimum number of people. One of the 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.

I also work for the Juliette Chapel providing tours, helping couples with planning, helping with maintenance and manage the cleaning/set up crew. I have worked for the Juliette Chapel for 5 years. I am very interested in the hospitality industry and was lucky enough to find this position and the wonderful lady Kathy (and her family) who is my boss and owner of the venue. This job also helped materialize a wedding day coordinator position which has turned out for me to be extremely satisfying. The fact that I work for the Juliette Chapel in addition to coordinating exclusively at this venue enables me to give a more authentic and genuine experience that other wedding planners/coordinators may not be able to provide. Originally I did not set out to be a wedding coordinator and had not thought about it so that has made this journey even more rewarding and enjoyable. I naturally assimilated to wedding coordinating, I like planning and attention to details, I am very compatible with all types of people. I can manage the flow of an event almost effortlessly and can figure out solutions to all kinds of situations, mishaps or problems in an efficient manner.

**Coordinating & Planning Services:** \$500 Flat Rate Includes the following:

- Assistance with planning and creating a wedding day timeline of events - A Timeline “worksheet”  
with an extra 5 pages of helpful detailed planning information provided.
- Unlimited support and planning through emails, texts and phone calls.
- A meet & greet/preliminary planning appointment several months before the wedding.
- A planning meeting at the venue 2 to 4 weeks before the wedding day near the RSVP deadline date to plan the table set-up/layout, (required unless travel or other plans do not allow).
- A 3rd planning meeting at anytime as or if needed. All meetings take place at the venue.  
Planning meetings work best with a minimum number of people.
- Rehearsal with my assistance at the venue or other locations, unless other arrangements are made.  
I can suggest rehearsal locations if the Chapel is not available, if the Chapel is available I can arrange a couple of hours for set up and rehearsal at no charge for use of the venue.
- Tables & chairs will already be set-up the day of the wedding before your arrival according to the table diagram/plan the bride, groom and myself create. I have already created table set up diagrams for different guest counts for your use.
- Day of coordinating services for 6 hours, however if additional hours are needed such as for set up/decor that can be arranged at an additional cost of \$30 per hour.
- Table Numbers with holders & Table Assignment Cards Frame Displays, Greeting Card Boxes and Chapel Bench Reserved Signs available in a few different designs & colors for your use as needed, if interested ask for photos to be sent to you of these items.

**Recommendations** for weddings I am hired to coordinate:

- \* Rehearsals with my assistance - unless other arrangements are made.
  - \* All Guests assigned to tables, not seats just tables. Assigned tables will not make the event “formal”.
  - \* 1 to 2 paid servers hired to deliver food, set up, replenish, bus tables, break down & clean up -  
Professional caterers will have enough servers provided to complete those tasks.
  - \* Hire a DJ or have someone competent enough to MC events and make announcements as needed.
- \* \$100 deposit to secure the date and retain my services. The deposit is nonrefundable if my services are declined due to a cancelled wedding, cancelled venue rental, etc. At this time I am not set up to receive electronic payments so the deposit can be paid at our first planning meeting or mailed to Margaret Sincere, 3017 Auraria Road, Dahlonga, GA 30533

\* **Please Note:** If your initial plans for catering are for food to be delivered/dropped off with no server(s)

I recommend checking with your caterer and/or restaurant delivering the food to hire server(s) to deliver, set up, replenish, bus tables, breakdown and clean up after their service.

Please note: I am not available to hire for any food, bar and drink service, busing tables, cake cutting for guests, 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, I will assist them as needed. Most of these services conflict with my day of coordinating duties. **Thank you! I look forward to being of service to you!**

