**Wedding day Coordinator/Planner – Juliette Chapel & Events, Dahlonega, GA**

**Margaret Sincere 706-344-8124** [**ms4weddings@gmail.com**](mailto:ms4weddings@gmail.com)

**Description of Services for the All-Inclusive Package Weddings**

I have been coordinating and planning weddings exclusively at the Juliette Chapel for 6 years. My services are customized to fit this DIY venue, for the couples who are doing most of the planning themselves but would like to relax on their big day. I can assist as/if needed with the recommendations on accommodations, transportation, rehearsal locations, 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 will ensure everything runs smoothly and on time. I coordinate the events of the wedding day for 6 hours and if my services are needed longer than 6 hours, that can be arranged by the hour. 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, I make sure vendors arrive on time, set up in the appropriate locations and perform their services as planned and on time. During the day, I communicate with the bride and groom to make sure that they have what they need and 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 make sure the after-ceremony events take place and are on time.

To start the planning process for my services, I will provide a wedding day timeline of events worksheet for information to be filled out and sent back to me. I also provide a planning packet with ideas, recommendations and suggestions that may be helpful. I use the information from the worksheet and planning meetings to create a wedding day timeline. My services package includes 2 planning meetings at the venue with the last meeting taking place 2 to 3 weeks before the wedding date. If the bride and groom live out of state, we can schedule planning meetings when travel plans allow. I can meet for rehearsals at the venue and other locations.

In addition to my wedding coordinating services, I am extremely thankful to also work for Kathy, the owner of the venue. I provide tours of the venue, help couples plan their weddings as it pertains to the venue, help with venue maintenance and I manage the cleaning/set up crew. I have worked for the venue for 7 years. I am very interested in the hospitality industry and was lucky enough to find this position working at the Juliette Chapel. This job also helped materialize a wedding coordinator position for me which has turned out to be extremely satisfying. The fact that I work at 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, sensible manner.

**\*The venue is very busy with weddings. I will respond to emails, texts and phone calls ASAP. \***

**Coordinating & Planning Services for the Juliette Chapel Package Weddings**

Includes the following:

* Assistance with planning and creating a wedding day timeline of events – A Timeline “worksheet” with extra helpful detailed planning information will be provided.
* Unlimited support and planning through emails, texts and phone calls
* 2 planning meetings are included at the venue. The last one will be 2 to 3 weeks before the wedding near the RSVP deadline date to plan/finalize the table set-up/layout.
* Rehearsals 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.
* Tables and chairs will already be suet 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. Additional hours can be added at $40 per hour
* Table Numbers with holders and Table Assignment Card Frame Displays, Greeting Card Boxes, candle holder table centerpieces with greenery and fairy lights and Chapel bench Reserved Signs available in a few different designs and colors and other miscellaneous items.

**Recommendations:**

* Rehearsals with my assistance – unless other arrangements are made
* Guests assigned to tables, not seats, just tables. Assigned tables will not make the event formal.

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