

## **Partial (Processional) Day Wedding Coordination**

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

**Juliette Chapel's Coordinator (Updated 9.17.24)**

### **What this Service Includes:**

- Timeline: A wedding day timeline worksheet will be provided for your use if needed. The worksheet also has a family member and wedding party processional list to fill out for us to use at the rehearsal and the ceremony.
- Wedding Planning information packet basically customized for DIY venues, Juliette Chapel.
- Planning support as needed through emails, texts and phone calls.
- Help with planning the table, chair and furniture layout according to the guest count if needed.
- Rehearsal: The day before the wedding off-site or at the venue if it is available. Rehearsals with family that is part of the processional and wedding party will start right on time with whomever is present and ready. Rehearsals that are more than 15 minutes away from the venue will be \$50 and the maximum drive time is 30 minutes. Rehearsal instructions provided.
- I am on sight the day of the wedding for 1.5 hours for assistance with the processional before the ceremony and the recessional after the ceremony. I arrive 1 hour before the Ceremony time. I will also guide the guests to the Chapel as they arrive.
- With this coordination service if additional hours are needed for help with setting up decor and or other items before the ceremony the fee is \$60 per hour and if needed \$20/hr for a helper.

**Price \$275:** \$75 Deposit, Please mail a check to 3017 Auraria Road, Dahlonega, GA 30533.

### **Add On Services:**

- Post Event Cleaning: I can email the description of this service, however basically it takes care of any cleaning you would have had to do that is listed in the contract with the venue. At the end of your event take what you want with you, lock up and leave: **\$125**
  - Tables, chairs and furniture set up before your event and your arrival according to the layout you have chosen and or designed: **\$75**
  - Early Entry to the venue before 10:00am: 9:00am **\$100** and 8:00am **\$200**.
  - Planning Meetings with me in person at the venue approx. 1 to 1.5 hours: **\$50**
- \* The above services fees can be paid to the venue or I can add them to my services invoice.

