Wedding Day Coordinator - Juliette Chapel, Dahlonega, GA

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I have been coordinating and planning weddings exclusively at the Juliette Chapel for 8 years. My services are customized to fit this DIY venue and for couples who are doing most of the planning themselves but would like extra guidance before and on their big day. I can recommend vendors as needed, I have a list of preferred professional vendors who I like and enjoy working with. I can also assist with recommendations on accommodations, transportation, rehearsal dinners and rehearsals, and almost all aspects for planning a wedding at the Juliette Chapel. I can assist with table set-up/arrangements for guests tables, food and drink service, DJ, etc. locations to ensure the best flow in the reception building and the outside grounds. My day of coordinating services will ensure everything runs smoothly and on time. I arrive 2 hours before the ceremony time and coordinate the events of the day for 5 hours, if my services are needed longer than 5 hours that can be arranged by the hour. 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 the 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 at the venue for 10 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 for me 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.

Coordinating & Planning Services: Add On Services: Post Event Cleaning $125

Early Entry 9:00 $100. 8:00 $200

* $**775** for 5 Hours on the Day of the Wedding. Also Includes the Following:

- Assistance with planning and creating a wedding day timeline of events. A timeline worksheet and a planning packet with helpful information will be provided.
- Support with planning through emails, texts and phone calls.
- 1 to 2 regular in person planning meetings as or if needed if schedules and traveling allow. The 1st meeting is about 3 to 6 months from the wedding date, the 2nd one about 2 to 4 weeks before the wedding. For weddings that are 8 months or more away 1 complimentary meet & greet meeting is offered. Meetings work best with a minimum number of people. All meetings take place at the venue. Additional meetings are $50 each.
- 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 schedule a couple of hours on the venue's calendar for set up and rehearsal the day before the wedding. I usually don't recommend rehearsals on the day of the wedding. If the rehearsal location is 15 minutes or more from the venue it will be $50 for my assistance, the maximum drive time from the venue is 30 minutes.
- Creating a table set up plan. I have created table set up plans for different guest counts for your use. Tables and chairs will already be set up by my helpers the day of the wedding before your arrival according to the set up we plan which can be confirmed after the RSVP and the final guest count is determined. *If I am not coordinating your wedding this service is $75.
- Items I have available for your use at no charge: Table numbers with holders, Table assignments card display boards, Greeting card boxes, Chapel bench reserved signs.
- Extra hours ~ up to 2 ~ may be added to the 5 hours on the day of the wedding at $50 each.

* I am usually not available for decor set up ~ plan for a group or professionals to do this for you.

Recommendations: * Rehearsals with my assistance - unless other arrangements are made.

* Guests assigned to tables, not seats - unless you want to - this will not make the event formal.
* Hire a DJ or have someone competent to manage music, MC events and make announcements.
* 1 to 2 paid servers hired for food service, set-up, replenish, bus tables, break down & clean up - Professional caterers should have enough servers provided to perform the above tasks.

$100 Deposit to retain my services. The deposit is nonrefundable if my services are declined due to canceled weddings or for any other reason, this is to cover the time I have already invested into the planning process. At this time I am not set up to receive electronic payments. The deposit may be paid at our first meeting or mailed to me at 3017 Auraria Road, Dahlonega, GA 30533. I recommend the deposit to be paid in a timely manner to secure the date.

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 these services are in need of extra assistance I will definitely help or assign someone to help. I cannot manage/cue music or MC events. Please hire or designate the appropriate people to perform the above services. Most of these services conflict with my day of coordinator duties.

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