



STALI Month-of-Coordination Services

(1) 2-hour initial meeting in-person or over the phone to review all details and logistics planned for the event.

Vendor contracts reviewed and vendors re-confirmed.

Vendor communication taken over, on the couple's behalf.

Wedding timeline created (based on confirmation calls and our initial meeting) to plan for a seamless event.

Unlimited emails and phone calls to tie up loose ends, and to answer any of your questions/concerns.

One Venue walk through meeting (one for each venue) · Meet with the reception musicians to discuss the flow and order of the reception

2 weeks prior to your wedding:

- (1) 1-hour organizational session in-person or over the phone to review the event timeline and details.
- Unlimited emails and phone calls to tie up all loose ends, and to answer any of your questions or concerns.

The week of your wedding:

- (2) Event Planners up to 2 hours dedicated to your Ceremony Rehearsal logistics.
- Final vendor communication and confirmations.
- Provide client, vendors, etc with wedding timeline.

The day of your wedding:

- (2) Event Planners for up to 10 hours of coverage
- Implementation of your wedding timeline to include the following (dependent of your 10 hour timeframe):
 - o Ceremony/Reception coordination
 - o Processional line-up
 - o Keep Bride/Groom, Guests, Vendors on schedule
 - o Coordinate pre-wedding deliveries/clean-up
 - o Management of vendor/supplier load-in/load-out
 - o Packing list creation of tracking
 - o Facilitate on-time arrival of hair/makeup stylists
 - o Ensure florals arrive/distribute accordingly
 - o Ensure catering/beverage timing and staffing is on track, in coordination with your venue and/or catering team
 - o Confirm transportation arrivals/departures
 - o Decor prep and set-up as needed (guestbook, seating cards, programs, ceremony items, guest favors, signage, etc.)

- o DJ/Band timing (although this does not include MC services)
- o Coordinate entrances, speeches, toasts, special dances, cake cutting, etc.
- o Assist Bride/Groom with needs/emergencies as needed
- o Problem solve on behalf of Client i.e. venue, florist, photographer, guests, etc
- o Run local errands as needed
- o Distribute tips as needed