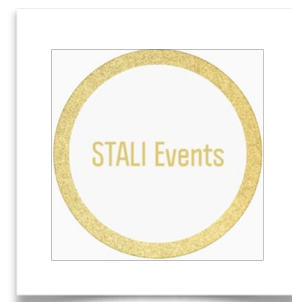


## *STALI Day-Of-Coordination Services:*

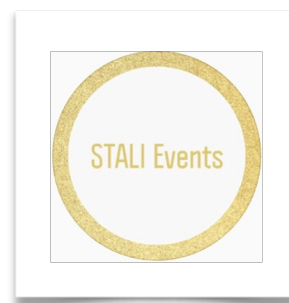
- We will be your direct line of communication for family, the wedding party, guests and vendors. Our team will communicate with and guide your vendors for set up according to your timeline.
- Timeline creation and run of show of wedding day details and distributed to vendors. – (we keep everyone in check)
- Vendor management – we will coordinate with all contracted wedding vendors listed on your STALI vendor form and confirm their arrival times, get insurance info, meal counts, confirm any substitute meal options (allergies, kosher, gluten free, etc.), confirm all services booked and any other important details, at least 1 week or more prior to the wedding.
- Greet wedding vendors and be point of contact the day of your wedding ~ (this way no one is bothering you with questions or concerns)
- Distribute bouquets & pins corsages to bridal party, attendants & family members.
- Cue Best Man, Maid of Honor, Parents and honored guests when they are about to give toasts.
- Assist with bridal party and family for photographs ~ (things could get crazy and they may need some guidance, we will be there to help if needed.)
- Set-up and styling of all wedding elements ~ (this is key to having your vision come to life) (Escort cards, favors, guest books, table numbers, photo booth props, DIY elements, etc.)
- Direct ushers and helpers with seating and program distribution.
- Professional **Day of Wedding Coordinator** onsite for up to 12 hours of **wedding day management** ~ every wedding includes (1) wedding coordinator.
- Distribute final payments & gratuities as needed to vendors
- Retain the marriage license for officiant.
- Retrieve wedding gifts / cards ~ we will monitor the flow of the card box and personally hand the cards to you at the end of the night.



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## *STALI Day-Of-Coordination Timeline & Breakdown:*

- **4 Weeks Prior**
  - Complimentary 1-hr Consultation to Wrap Up Details
  - Personal Vendor Referral List According to Your Needs After First Meeting
  - Wedding Day Design Guidance
- **2 Weeks Prior**
  - Actual Services Begin 2 Weeks Prior to Wedding Date
  - One STALI Events Coordinator and One STALI Assistant on Your Wedding Day
  - A One Hour Site Inspection the Week of Your Wedding
  - Wedding Planning Organization Templates to Assist You
  - Timeline of Scheduled Wedding Events
  - Final Calls the Week of Wedding to Vendor List and Services
  - One Hour Ceremony Rehearsal
- **Ceremony**
  - Location Set-Up & Coordination of Vendors
  - Up to 12 Hours of Wedding Day Coordination (\*additional hours available for fee)
  - Procession and Recession Coordination
  - Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)
  - Emergency Wedding Day Kit
- **Reception**
  - Guest Coordination and Assistance
  - Location Set-Up & Coordination of Vendors
  - Distribute Final Payment & Gratuities to Vendors (paid by client)
  - Post Reception Clean-up (secure personal items, facilitate transportation, etc)



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