

# Something Dainty

## day of coordinator



-1 in person Logistics Meeting

-Unlimited communication over phone or email 12 months prior to wedding date

-Timeline creation

-Communication with Vendors

-Venue Walk through and Final vendor Meetings

-Rehearsal and day of Coordination

-Work with venue to ensure a smooth transition between ceremony, cocktail hour and reception

-Set up and tear down of agreed upon personal decoration

10 hours of event day coordination

## partial planning

-3 in person Logistical Meetings

-Initial Budget Meeting

-Unlimited Calls, and Emails 12 months prior to wedding date

-Timeline Creation

-Full Communication with all Vendors

-Creation of Venue and Vendor List

Creation of floor plan

-Venue Walk Through and Final Vendor Meetings

-Rehearsal and Day of Coordination

-Work with venue to ensure a smooth transition between ceremony, cocktail hour and reception

-Placement and coordination of rentals order

-Set up and tear down of agreed upon personal decorations.

-10 hours of event day coordination



# full service

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Unlimited In-Person Meetings

Budget Analysis and Management

Meeting Coordination

Vendor Communication

Vendor Recommendation List

Vendor Scouting

Accompaniment to Vendor Meetings

Event Design Assistance

Seating Chart Assistance

Timeline Creation

Floor Plan Creation

Hotel Block Assistance

Invitation Assistance

RSVP Management

Rehearsal and Rehearsal Dinner Coordination

Ceremony and Reception Coordination

Rental Coordination

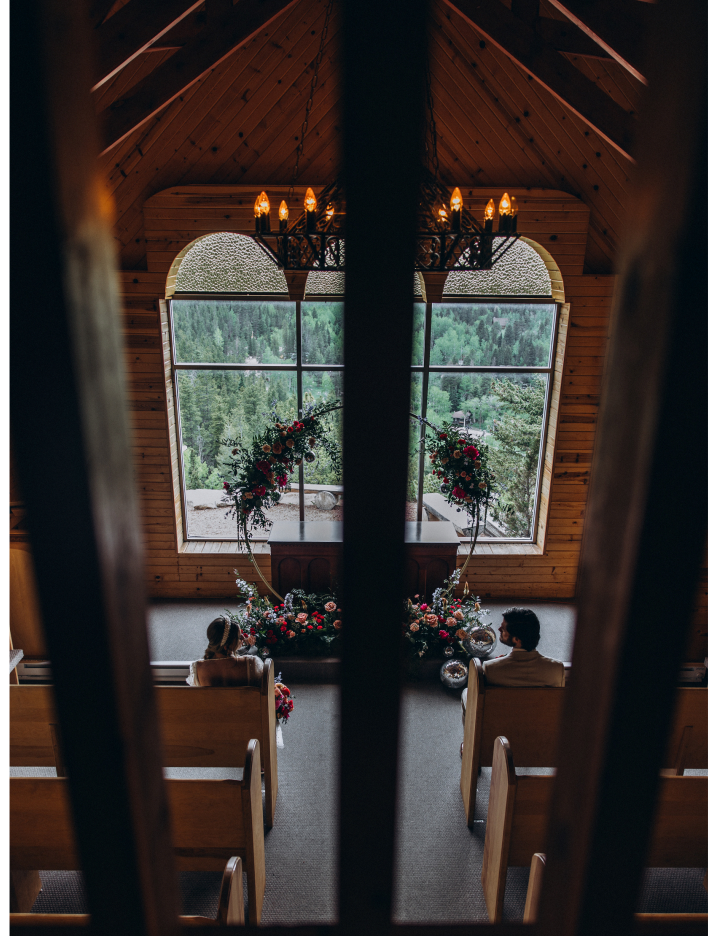
Venue Walkthrough and Final Vendor Meetings

Rehearsal Planning Oversight


Day-of Coordination


Setup and Tear Down of approved decorations


Unlimited Communication



## contact us

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