



Wedding Coordination Package “Month Of”

Prior to your Wedding Day

- ❖ Your Divine Wedding will meet and discuss how you want your wedding to flow (Initial Meeting)
- ❖ Go over details with what you have already planned
- ❖ Design Processional and Recessional
- ❖ Assistance in personalizing the reception activities
- ❖ Create sequence of events for ceremony and reception; this will be distributed to all vendors.
- ❖ Call vendors to confirm commitments
- ❖ Distribute final timeline to each vendor
- ❖ Wedding site walk-through and go over final details (Second Meeting)
- ❖ Unlimited consultation via phone or email communication from date of contract

Wedding Rehearsal (up to 1 hour)

- ❖ Assist you with the etiquette and protocol for ceremony and rehearsal.
- ❖ Organize bridal party
- ❖ Rehearse ceremony beginning to end
- ❖ Discuss meeting times for entire wedding party
- ❖ Collect ceremony and reception items

Wedding Day Coordination

Ceremony

- ❖ First person to arrive at the ceremony site
- ❖ Oversee overall ceremony decoration based on your instruction
- ❖ Greet guests, encourage them to sign the Guest Book
- ❖ Distribute programs
- ❖ Distribute flowers/boutonnieres to wedding party, family members and special guests
- ❖ Line up bridal party and family for wedding processional
- ❖ Fix the bride's train for Grand Entrance
- ❖ Cue Musicians for ceremony music
- ❖ Transport any needed items from the ceremony location to reception location



Reception

- ❖ Setup at the reception based on your instructions.
- ❖ Oversee overall reception decoration
- ❖ Assist wedding guests to find place according to the seating plan.
- ❖ Ensure proper placement of:
 - Guest Book
 - Favors
 - Toasting Glasses
 - Cake knife
 - Cake toppers
 - Escort cards
 - Table numbers
 - Programs
 - Menu cards
- ❖ Assist wedding guests to find place according to the seating plan
- ❖ Bustle wedding gown at the reception
- ❖ Orchestrate bridal party for Grand Entrance, will coordinate with the DJ or MC with the timing and selection of music
- ❖ Direct and coordinate with vendors throughout the wedding day event (Based upon the bride and groom's instructions)
- ❖ Ensure proper flow of reception activities, keep an eye on the timeline
- ❖ Supervise and cue bride and groom, bridal party and family with the reception activities
 - Toasts
 - Cake Cutting
 - Bouquet/Garter Toss
 - Money Dance
- ❖ Coordinate entertainment and all announcements / events during reception
- ❖ Distribute final payments to vendors and gratuities on behalf of the couple
- ❖ Gather any remaining items at the end of the night
- ❖ Oversee gifts transfer
- ❖ Provide Bridal "Emergency Kit"