

# Day of Coordinator :: Events

Day of Coordinator packages are for those who have planned and designed their event and needs someone to attend to the details as they host.

## **Two consultations to discuss your venue, vendors, and timelines**

Let us in on your vision. Share all the details, big and small, so we can make your event run smoothly as you host your guests.

## **Set up at venue**

We will do all the manual labor of making your event look spectacular. We arrange centerpieces, escort card tables, favor distribution, and any other unique elements that you have incorporated into your event.

## **Manage the arrival of all vendors, i.e. photography, specialty items, bakery, entertainment, florist, officiant, caterer**

We will work with both the venue and vendors to ensure proper delivery and presentation.

## **Distribute final payment to vendors**

We will coordinate both final payments, receipts, and the distributions of any tips you feel are deserved at the conclusion of the night.

## **Break down of décor and items**

You will have your hands full with guests. We make sure that all items are returned to the appropriate vendors.

## **Unlimited access to your coordinator the week of the events**

By this time we will be your best friend. Call us, email us, show up at our door step.

**Additional services are featured on our Individual Elements page, to cover any supplementary needs you have with your planning or design.**

**We know that every event is unique and has its own requirements.**

Please contact us to discuss your event and receive a custom quote for your needs.