

Hare and Harvest Event Co. Day of Wedding Coordinator Package

Initial meeting: Phone, Skype or FaceTime Meeting in the Winter: Jan-March (1 hr)

Final Details Meeting: In person with final walk through of venue: One month before your wedding (1-2 hrs)

Day Before: Rehearsal of Ceremony (1 hr)

Wedding Day: 1 Coordinator on site from 12-9pm, to direct vendors, facilitate the set up and clean up and keep everything on time during the event.

Email: Unlimited communication via email is included in your package.

This package is designed if you are using vendors: The main function of this package is directing your vendors and maintaining the timeline during the event.

With this package, we set up the venue and ceremony chairs: tables, chairs, set out your table chart and the welcome area.

Day of Wedding Coordinator Package Includes the following:

Coordination of All Wedding Day Activities

Set up and organize items such as programs, guest book, license and rings

Oversee wedding day deliveries and vendors, including floral and catering

Coordinate wedding party (rehearsal walk through and day of)

Handle any and all last-minute needs

Assisting with set up and tear down at event

Serve as liason with wedding ceremony officiant and confirm timeline with them

Line up wedding party for procession

Facilitate flow of guests after ceremony

Set up table seating arrangements

Place favors for guests

Assist wedding party with receiving line

Provide payment/gratuities to all vendors (payment/gratuities must be received by Hare and Harvest Event Co. before the wedding)

