

## Justina Aurora Events



## Day of Coordination

- Complete and thorough guidance throughout your special day. We'll be there to make sure the day goes off without a hitch!
- First in person meeting 6 weeks prior to event date, to obtain a clear understanding of client's vision and goals. "Get to know you session". Receive an overview of all their planning details and expectations, i.e., venue, vendors, decor and design, etc.
- Second in person meeting onsite at venue. This will assist with finalizing floor plan and design set up. Discuss and finalize timeline and all other planning details.
- Review complete wedding checklist, to ensure all necessary details have been completed.
- Collect and review vendor contracts and important information. Remain vendors point of contact up to four weeks prior of event.
- Contact all vendors a week prior confirming delivery dates, times, locations and contracted services.
- Develop an event one sheet for all vendors. Providing a scheduled itinerary and any required venue restrictions and/or guidelines.
- Early arrival day of to manage, direct and be the on-site point of contact for family, wedding party and vendors throughout the event day.
- Receive deliveries, greet vendors and ensure vendors are providing contracted services.
- Review, give expertise advice and assist with preparation of event timeline and event floor plan.
- Up to two hours of wedding rehearsal time.
- Coordination of ceremony and reception. Lining up and cueing the wedding party & music for the ceremony and reception.

- Gather family members / wedding party for photos. Work with photographers and videographers to ensure any specific pictures you require are taken.
- Ensure all design specifics and tables are staged accordingly. Make certain event floor plan is being adhered too.
- Confirm proper placement and decoration of wedding accessories, i.e., place cards, menu cards, table numbers, guest book, gift box, candles, etc.
- Assist DJ / Emcee in guiding guests throughout the day. Ensuring event flows smoothly from start to finish, i.e., grand entrance, first dance, toast, etc.
- Aid with any dietary needs or special meal requests.
- Available and alert to take care of any unexpected occurrences.
- Making sure specialty items and gifts are packed up at the end of the event, i.e., cake topper/cake cutting set, toasting glasses, etc.
- Distribute gratuities / final payments to vendors on your behalf.
- Includes continuous consulting communication via email and phone.
- Includes 10 hours of service day of wedding.
- Assistant may be added for day of execution depending on additional requested duties and guest count. Additional fees apply.

**Starting at \$1,895**

**All pricing based on agreed upon duties and event guest count.**

**Guest count over 75 requires an onsite assistant.**

**Additional hours of service available for an additional fee.**

**Coordination and execution of rehearsal dinner available for an additional fee.**