

# *Momentous Occasions Inc.*

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## **“Day of Coordination”**

This package is geared towards the do-it-yourself client who wishes to take on the planning of their event themselves. We will step in a month before to ensure that the day of the event runs seamlessly and that every little detail you planned gets perfectly executed, so that you can enjoy every moment. We will work with your pre-selected vendors to ensure your plans are executed with care.

### **Planning Stage:**

Lead Planner (Araxie) will provide the following services:

- Initial meeting to discuss your plans including expectations and vendor contracts.
- Unlimited phone calls and emails during business hours
- Visit ceremony and reception site a month prior to the wedding
- Assistance in designing the floor plan and seating chart
- Provide detailed timeline to vendors and bridal party
- Rehearsal co-ordination
- Contact all vendors/service providers 1-2 weeks before the wedding day
- Prepare Day of Event itinerary
- Provide Day of Coordination and supervision onsite until the end of event

### **Rehearsal Coordination details:**

- Work with wedding officiator to choreograph wedding ceremony, processional, and recessional

### **Wedding Day:**

-Pre-ceremony:

- Ensure on-time arrival of hair and make-up stylists
- Make sure personal flowers i.e. bridal bouquet, bridesmaid's flowers, corsages', and boutonniere arrive on time
- Make sure photographer/videographer arrives on time
- Make sure transportation arrives on time and instruct wedding party as to when to depart for ceremony
- Communicate with best man to make sure groom is getting dressed and on-time

-Ceremony:

- Set-up programs and other ceremony items
- Ensure ushers/groomsmen arrive on time
- Act as a liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony
- Line-up the bridal party for their entrances down the aisle
- Gather family and friends for after ceremony photos

-Prior to Reception:

- Greet vendors and instruct them if necessary
- Arrange seating cards
- Make sure décor/flowers is set-up according to flower order
- Meet with catering staff to confirm food timeline
- Set-up guest book, picture frames, cake cutting utensils

-Reception\*:

- Ensure proper flow of cocktail hour food
- Look over dining tables and make sure they are set-up properly
- Help guests locate their seating cards and dining tables
- Cue band/DJ or MC when the bride and groom are ready to be introduced
- Cue band/DJ, photographer, and videographer when important events take place at reception i.e. first dance, cake cutting and toasts
- Be aware of timing of catering service and make sure people are served promptly
- Distribute gratuities to vendors at the end of the evening
- Prevent and fix any problems that may arise during the event
- Remain easily accessible throughout the event in case there are any details the couple would like attended to
- Pack-up gifts and envelopes and place them in the bridal suit.

**Fee for Services:** The fee for executing the above-mentioned services range from \$950.00 - \$1550.00 +HST depending on the venue locations and number of attendees.

\*To protect the health and safety of our couples, their guests, and our vendors, we will follow the health and safety guidelines provided by the government.