

# Day of Coordination/ Event Management

**OVERVIEW:** In order to produce a quality event with a cohesive timeline this process typically starts one- two months out. We will confirm that all vendors are on the same timeline for your event. This is perfect for the client who has everything lined up but wants to be stress free for their event. We will execute your event how you envisioned it and be sure all of your fabulous details come together.

## INCLUDES THE FOLLOWING:

1. **Planning Meeting-** Before the wedding or event we will get together to review all vendor contracts, set up timeline, plan order of events, discuss any outstanding issues and finalize set up instructions for CMCPP.
2. **Timeline-** We will create a detailed itinerary for the day of your event that will be sent to all Vendors and participating parties prior to the day. For weddings, this will include Morning, Ceremony and Reception.
3. **Vendor Confirmation-** Let us worry about making sure all vendors are set up with correct information and confirm the balance is paid. You will have enough to worry about the month before your event, we are here to help as much as possible this way you can focus on the most important part of your event, you!
4. **Rehearsal Direction (Weddings Only)-** Our team will organize the wedding ceremony, processional and recessional. Alert Wedding Party of their responsibilities the day of, where they need to be the day of and at what time. We will help line up your bridal party and go over all ceremony details. (Only included if on weekday evenings)
5. **Ceremony Set up/Coordination (Weddings Only)-** This includes up to 10 hours of service for the ceremony and reception set up and direction. We direct vendors with chair set up, display programs, or other ceremony items, arch décor, aisle runner, aisle décor and direct everyone where to go. We arrive 1 hour prior to photo/video in the morning and depart shortly after dinner service.
6. **Unlimited Correspondence-** We are always available by phone or email to answer questions.

Price= \$3,000



CONTACT US TO BOOK

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