



Eleventh Hour: Final Month and Day of Coordination

Pricing based on guest count, season and location.

Up to 10 hours of coordination on wedding day

Our services begin a month before your wedding. This is when we will sit down with you for an intensive meeting where we get all of your vendor, ceremony and venue details. At this point we become the point of contact for your vendors. We will follow up with each booked vendor to ensure they are clear on the details of your wedding day. We will coordinate and orchestrate a ceremony rehearsal for you and your wedding party. On the day of your wedding, we will be there from start to finish taking care of the details so that you enjoy your spectacular day.

Eleventh Hour Planning services include:

- One Intensive face to face consultation no less than four weeks prior to your wedding to get all vendor, ceremony and venue information, floorplans, and review contracts. (if you are planning your wedding from out of town, this consultation can be done over the phone with a face to face meeting when you are in town for your wedding)
- Unlimited email and phone support
- Create and distribute wedding day timeline of activities to vendors, wedding party, and family members
- Vendor follow up the week before your wedding to confirm you event details
- Coordinate and orchestrate rehearsal of wedding ceremony
- Oversee ceremony and reception setup to ensure it matches your floorplan
- Setup special ceremony items (sand ceremony, unity candle, programs, bubbles, etc...)
- Setup special reception items (centerpieces, place cards, favors, champagne flutes, menu cards, cake knife, etc...)
- Assist with distributing and pinning corsages, boutonnieres, and bouquets
- Assist with ceremony seating of guests and parents
- Use of Bridal Emergency Kit
- Get family, wedding party and bride and groom down the aisle
- Direct guests to reception
- Transports personal ceremony decoration/items (sand ceremony, unity candle, etc...) back to reception
- Assist guests with finding their table assignment, the gift table and answer any questions they have about the evenings schedule
- Organize the lineup for your introductions and coordinate with DJ/emcee with announcements
- Coordinate with caterer on the timing of the dinner service and cake cutting
- Stay through the end of the evening to assist you with anything you may need
- Distribute any final payments and vendor gratuities
- Pack up any reception decorations that belong to you, including gifts, and assist the designated person in getting them to their car at the end of the event