

"What is a Day-of Wedding Coordinator?"

A Day-Of Wedding Coordinator's top priority is the wedding couple! This person is responsible for carrying out the wishes and vision of the couple and ensuring that the day runs smoothly. The wedding coordinator is the first "vendor" to arrive and the last to leave. They are in charge of setting up the space the way you have envisioned it, following the detailed timeline and then packing everything up at the end of the night and getting it into the right hands.

More simply, the wedding coordinator is an "unofficial" bridesmaid that has your back for the entire day. This is to ensure you enjoy the entire wedding day and don't have to worry about a single thing!

Check out Wedding Wire or The Knot for reviews from past couples who have used our coordination services.



Stevenson Ridge

540-582-6263

info@stevensonridge.com

6901 Meeting St.

Spotsylvania, VA 22553

STEVENSON RIDGE

Coordination

GUIDE

"Eat, Drink & Be Married" Package

- Includes 10 hours on the day of your wedding and 4 hours of planning
- Up to 2 meetings prior to the day of the wedding to discuss vision, décor, vendors, and wedding day details
- Develop a complete day-of timeline and floor plan
- Placement of all décor and accessories for reception
- Coordinate with vendors the week of the wedding and supervise their setup
- Greet guests and assist them with locating their seats
- Distribute final payments and/or gratuities to all vendors
- Provide an emergency kit for you and your bridal party for any last-minute items
- Ensure that all activities stay on schedule
- Assist with packing up decorations and transport gifts/cards to desired vehicle

\$800-\$1000

"Say I Do" Package

Includes everything from the "Eat, Drink & Be Married" package plus:

- Execute the ceremony rehearsal with officiant, bridal party, and vendors (if attending)
- Place all wedding day accessories for the ceremony, including programs, unity candle, reserved seating signs, aisle and/or alter decorations, beverage station, etc.
- Assist with any additional décor for the ceremony
- Greet and direct officiant
- Supervise all ceremony vendor setup to ensure the ceremony flows smoothly from start to finish
- Coordinate line-up of wedding party for processional
- Greet and direct late-arriving guests at the ceremony
- Dismantle pergola and ceremony decorations

\$1000-1200

All in the Details

The following services are available for an additional fee:

- Coordination of off-site ceremony
- "Welcome" gift bags
- Décor rental items
- Design consultation
- Custom event lighting
- Coordination of entire weekend's events on the property (i.e., rehearsal dinner, bridal luncheon, and post-wedding brunch)
- Custom ceremony & reception stationery
- Wedding Week Itinerary packets for bridal party
- Coordinate childcare & activities
- Assist in planning after-party activities for guests

