



Vista 222 Wedding Coordinator Package

Professional Wedding Day Assistance- \$1,000

Vista 222's **Professional Wedding Day Assistance Package** offers comprehensive support to ensure a seamless and memorable wedding day. Services include two on-site consultations, vendor coordination, rehearsal management, and full wedding day coordination.

This package includes:

Before the Wedding

Two On-Site Consultations (Starting 4 Weeks Prior to Your Wedding)

Before the big day, we work closely with you to understand your vision and preferences. Our goal is to ensure that every element of your wedding is well-organized and in line with your desires.

Preparation and Vendor Coordination


- Review vendor contracts in detail to ensure no detail is overlooked.
- Scrutinize the floor plan, seating chart, and rain plan for precision.
- Carefully review your wedding day's timeline, covering everything from processional order to special traditions.
- Confirm vendor details, including arrival times, to prevent any last-minute surprises.

During the Wedding

Full Wedding Day Coordination

On your wedding day, our experienced Day Of Coordinator will be your guiding hand, ensuring every aspect of your celebration runs smoothly.

Logistics and Assistance

- Assist the wedding party with unloading at the venue.
 - Manage vendor arrivals and set up, providing them with detailed timelines.
 - One hour of decor arrangement assistance.
 - Attend to the wedding party's needs throughout the day, including ensuring they stay well-fed and hydrated (Please note that lunch, snacks, and beverages are not included in this package).
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Professional Wedding Day Assistance (cont.)

Timeline Management

- Keep a watchful eye on the wedding day timeline to maintain a perfect schedule.
- Oversee the setup of rentals, vendors, wedding seating, arch, welcome table, guest book, table settings, and escort cards.
- Coordinate with the venue to manage sound levels and lighting, and implement a rain plan if needed.
- Take responsibility for the marriage license if the officiant is unable to.
- Safeguard important objects like rings and ritual items.
- Coordinate guest and family arrivals.
- Assist the florist with delivering bouquets and boutonnieres.
- Ensure the wedding party is in their positions for the processional.
- Manage the ceremony, grand reentrance, and reception, ensuring the emcee adheres to your timeline.

After the Wedding

Final Touches and Cleanup

Once the festivities are over, we will take care of the final details.

- Conduct a final walkthrough inspection of the venue, organizing decor to leave with the bridal party.
- Ensure that all outside items not belonging to Vista 222 are organized by the night's end.
- Distribute final payments and gratuities to any necessary vendors.

Please note that the following services are not included in our Day Of Coordinator Package:

- Return of rentals to the rental company.
- Transportation of personal items to or from the venue.
- Removal of personal items from the venue (such as the Bridal suite or Groomsmen's quarters).
- Guest transportation.
- Full decor setup.
- Rehearsal dinner management.
- Any out-of-pocket payments.

Vista 222's Professional Wedding Day Assistance Package is designed to bring elegance and professionalism to every aspect of your wedding day. Let us be the guardians of your cherished memories.

