



ERICA LAUREN EVENTS

www.ericalaurenevents.com

Month of Event Coordination \$2,000

Erica Lauren Events offers month of coordination (up to five weeks before the wedding) services for the couple who have done most of the planning and are looking to receive additional guidance for the completion and coordination of their wedding.

Month of:

- Work with all vendors on timeline - help oversee, draft timeline and email to all vendors
- Discuss arrangements made with vendors and update timeline accordingly
- Fill in missing pieces
- Confirm contracts and payments with all vendors
- One on-site walkthrough

Wedding Rehearsal:

- Coordinate run through/order of bridal party entrance and exit
- Coordinate with officiant to determine signals or cues to begin ceremony and relay to DJ/MC etc.
- Communicate schedule and pertinent details to wedding party

Day of Wedding/Pre-Ceremony:

- Greet vendors and instruct them as to where to set up on wedding day
- Oversee deliveries of rentals
- Work with DJ/band/MC to correctly pronounce the entourage and in the right order of introduction
- Ensure reception décor and tables are set up according to plan
- Review the final set-up before guests arrive
- Oversee flow of event including changing of location from ceremony to cocktails to dinner
- Facilitate on-time arrival for hair and makeup stylists
- Ensure that all personal flowers arrive on time for entourage/bridal party
- Ensure the photographer arrives on time and has the photo list
- Ensure florist has set up all ceremony floral arrangements
- Set-up programs and other ceremony decorations/items

Ensure that ceremony musicians/DJ have arrived and direct them where to set up
Ensure that ushers/groomsmen arrive on time and are ready to escort
Line up entourage/bridal party for entrances down the aisle
Cue ceremony musicians/DJ when bridal party is ready for their entrance down the aisle
Guide and cue bridal party down the aisle
Gather family and bridal party for pictures after the ceremony
Transport any items from ceremony area to reception venue and store any items not needed for reception

Cocktail Hour/Reception:

Ensure proper flow of cocktail hour, food and drinks and bring a tray to the bride and groom
Help guests find their table/seat based on seating chart
Encourage guests to take their seats at the appropriate time
Line up the entourage/bridal party for their introductions
Cue DJ/Band when to start introductions
Cue band/DJ/photographer/videographer and family members of bride and groom when important events take place at the reception (first dance, family dances, cake cutting, toasts, etc.)
Communicate with catering staff to confirm the food timeline and make sure all vendors get meals at appropriate time
Distribute final payments/gratuities to vendors at the end of their service
Collect gifts and personal décor and coordinate with designated family/friends to make sure they reach their destination
Coordinate reception departure
Assist vendors in coordinating tear down of event
*Not to exceed 10 hours on wedding day, \$150 per each additional hour
*If room flip or 125 or more guests, it is an additional \$250 for support staff
*If ceremony and reception are two different locations and you need assistance at both, it is an additional \$250 for support staff
*If 150 or more guests, it is an additional \$350 for support staff
*If 200 or more guests, it is an additional \$450 for support staff