



ERICA LAUREN EVENTS

www.ericalaurenevents.com

Partial Planning \$3,500

You're looking for a professional coordinator to collaborate on your wedding ideas, personalize your wedding day, take on some large-scale tasks, and ultimately put your mind at ease knowing you'll be taken care of.

Assist and communicate with vendor selections, and provide preferred vendor lists (up to two vendor categories)

Two on-site walkthroughs

Review contracts and make recommendations

Manage and attend vendor meetings (if in Southern CA), otherwise virtually (up to two vendors)

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/Pre-Ceremony:

Greet vendors and instruct them as to where to set up

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 150 or more guests, it is an additional \$250 for support staff