

◀ Day-of Coordination ▶

Our **Day-of Event Coordination** service ensures your celebration unfolds exactly as planned—so you can remain fully present and enjoy every moment. Beginning several weeks prior to your event, we step in as your central point of contact, overseeing logistics, vendors, timelines, and on-site execution with precision, professionalism, and care.

Ideal For

Clients who have planned their event independently and want a professional to take over in the final weeks—ensuring every detail is executed seamlessly so they, their families, and event party can relax and enjoy the day.

What's Included

Pre-Event Planning & Preparation

- Serve as the primary point of contact for all vendors and key stakeholders
- Review existing vendor contracts to confirm services, timelines, and deliverables
- Conduct a venue walkthrough to finalize layout, flow, and logistical details
- Develop a comprehensive, minute-by-minute event day timeline
- Distribute timelines and expectations to vendors, event party, and family as needed

Event Day Execution

- Oversee all event day logistics from start to finish
- Manage vendor arrivals, setup, performance, and breakdown
- Coordinate rehearsal, ceremony and reception flow to ensure seamless transitions
- Set up and style personal décor and event elements according to plan
- Act as the on-site problem solver, resolving issues discreetly and efficiently

Post-Event Wrap-Up

- Supervise breakdown and vendor check-out
- Gather, secure, and return all personal décor items at the end of the evening

