



Day of Coordination

After months of preparation all the flowers are picked out, the menu is complete, and the dress is ready for the big day - now it's time to enjoy this once in a lifetime event! Let us handle all the details of your wedding day! Your day should be about relaxing, getting pampered, taking in all that you've planned for the last 6 months not answering vendor questions, setting up décor or stressing over the details. We'll make sure that all your plans come together so you and your family can be guests on your big day!

Wedding Organization & Guidance

- 24 hour/7 days a week access to personalize wedding management software, including: personalized wedding website, RSVP collection, budget management, payment reminders, event calendars, seating chart management and more.
- Consultation via phone and email
- One face to face consultation one month prior to wedding date to discuss wedding day details, design and execution
- Vendor confirmations
- Ceremony & Reception venue map preparation
- Final timeline preparation

The Week of the Wedding

- Distribution of the “Day of” timeline to all vendors
- Final vendor confirmations
- Rehearsal Coordination and Instruction

The Wedding Day

- Complete wedding day coordination with an assistant. (up to 12 hours)
- Greet and assist all vendors with proper set-up and design of ceremony and reception areas
- Set-up reception décor item such as: place cards, guest book, favors, photographs, candy bar, specialty linens, gift table, ceremony programs, menu cards, etc.
- Distribute and pin all corsages, boutonnieres and wedding personal flowers
- Act as the “go-to” person for all vendors and wedding party to ensure the bride and groom and their families can relax and enjoy day
- Communicate with all catering staff and banquet captain
- Make sure the ceremony and reception site set-up is complete and decorated to your specifications
- Manage the timing of events for the bride and groom, family, wedding party and vendors
- Be there by your side and available to any emergencies
- Review seating assignment with ushers and be available for questions
- Round up, line up and cue the Wedding Party when it's time to walk down the aisle
- Cue Ceremony Musicians
- Make certain that all décor items from ceremony which will be reused to reception get to appropriate places

- Direct guest to reception site
- Make certain all candles are lit and last minute touches are done to the reception site
- Answer all guest questions and concerns graciously throughout the day
- Coordinate all of your reception details – We will cue and prepare you through the evening: Grand Entrance, Blessing, Toasts, Cake Cutting, First Dance, Father/Daughter Dance, Mother/Son Dance, Garter Toss/Bouquet toss
- Take gifts to designated car
- Ensure all vendors complete obligations and receive final payments at the completion of their job
- Ensure the day runs on schedule to make sure you get all of your special touches in
- Help take down all decoration and gifts including guest book, pen, toasting glasses, cake top, table décor, etc.
- Arrange end of the night transportation



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