



Month of Wedding Coordination Services (\$850-\$1,000)

Month of Wedding

- Meeting to discuss wedding day itinerary that includes items for your wedding vendors and bridal party.
- Confirm and coordinate details and logistics with your vendors, ceremony speakers, and other service providers.
- Meeting to review the planning that you have done to date and to discuss any details you may have forgotten.
- Provide recommendations on any services or items you may have forgotten.
- Walk through Houston Station to discuss the floor plan and décor plans
- Hold a final meeting the week of the wedding to discuss the wedding day timeline
- Collect all of the items for the wedding before the big day
- Coordinate your wedding rehearsal, ceremony and reception

Wedding Day

- Be on site all day to insure all vendors arrive and set up
- Coordinate all aspects of wedding day
- Provide event emergency kit for bridal party
- Organize and set up escort cards, place cards, and menu cards
- Set up all décor based on what was discussed
- Oversee timely “flip” of room from ceremony to reception, if needed
- Conduct final seating and table check prior to guests entering reception room
- Cue all music changes and speeches with band/DJ
- Cue guest of honor and family for special movements including: cake cutting, toasts and dancing
- Serve as point person for all vendors
- Overseeing strike and load-out