

Day-of-Wedding Coordinating Packages

FEATURES	COMPLIMENTARY \$ -	PREMIUM \$750
Communicate and correspond with the couple via phone and email	✓	✓
Conduct an in-person meeting four months prior to the wedding to review and discuss details	✗	✓
Conduct an in-person meeting one month prior to finalize and discuss details	✓	✓
Create a room layout	✓	✓
Finalize the wedding day timeline: Getting ready, vendor arrivals, photos, ceremony cues, dinner service and speeches, dancing and other formalities, send-off, and clean-up	✓	✓
Refer vendors	✓	✓
Serve as the venue point of contact for vendors, including coordinating arrival time and set-up	✓	✓
Greet vendors	✓	✓
Distribute final payments and gratuity checks	✗	✓
Review catering quote and utilize experience to offer insights and recommendations	✗	✓
Join the final catering call to ensure the plan is consistent with previous conversations and discussions	✗	✓
Attend the wedding from start to finish	✓	✓
Monitor the final wedding day timeline	✓	✓
Serve as the go-to person for family and friends with wedding day responsibilities	✓	✓
Provide guest service and usher guests between spaces	✓	✓
Keep track of the wedding party for getting ready, photos, ceremony, speeches, etc.	✗	✓
Place gifts in a secure location	✗	✓
Pack personal items for easy transport	✗	✓

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Respond to any issues, as they arise	✓	✓
Place tablecloths on tables prior to arrival	✓	✓
Set-up centerpieces provided by The Jerome, if using	✓	✓
Set-up provided wedding décor	✗	✓
Light candles	✗	✓
Repurpose ceremony décor in the reception space, if necessary	✗	✓
Distribute bouquets and corsages	✗	✓
Pin boutonnieres	✗	✓
Prepare the officiant upon arrival	✓	✓
Confirm the marriage license is given to the officiant	✗	✓
Cue ceremony music	✗	✓
Ensure the ceremony runs smoothly by confirming the rings are accounted for and dismissing the wedding party down the aisle at the correct time	✗	✓
Conduct a room flip, if necessary	✓	✓
Arrange, set-out, and replenish appetizers, desserts, and late night snacks	✗	✓
Dismiss tables for dinner	✓	✓
Coordinate the send-off at the end of the evening	✓	✓
Tidy and stock bathrooms throughout the wedding day	✓	✓
Take out the trash throughout the wedding day	✓	✓
Clean up at the end of the evening, including taking down florals and décor	✗	✓