

FULL SERVICE WEDDING COORDINATION

Perfect for the couple that desires guidance in all aspects of planning their wedding, having assistance from the start will save you time, money and energy. CHARCOAL EVENTS will make planning your wedding an exceptionally enjoyable experience. We will be by your side every step of the way and create truly personalized and meaningful memories, designed just for the two of you.

Full Service Wedding Coordination includes (but is not limited to) the following:

PRE-PLANNING

- Initial meeting to discuss your plans including expectations and vendor contracts.
- Unlimited contact by email and phone (during regular business hours).
- Weekly email updates to keep up to date in all stages of planning.
- Four (4) in-person meetings (2 hours each).

Budget

- Budget development and prioritization.
- Creation of payment schedule.

Planning Your Signature Details

- Complete design consultation and development to include theme and décor.
- Define your venue vision and establish your selection criteria.
- Location research for ceremony and reception site(s) that meet your criteria.
- Review selected venue contracts and provide recommendations.
- Ceremony and reception venue site visits.
- Identify vendors within each category, based on your criteria.
- Verify vendor availability and value they can provide.
- Arrange and attend vendor meeting(s) (1 in each category).
- Vendor contract review and negotiation.
- Vendor payment schedule.
- Planning, assembling and delivering of guest welcome bags.

Creating Your Wedding Blueprint

- Assistance with RSVP tracking.
- Detailed itinerary outlining all events for your day and distribution to all wedding vendors and wedding party members.
- Develop a floor plan and seating arrangement.
- Coordinate guest hotel accommodations.
- Coordinate transportation arrangements and itinerary.
- Ceremony rehearsal attendance and supervision (up to 2 hours).
- Confirmation of vendors and all wedding details one week prior to the wedding.
- Coordination and collection of décor items to be used on the wedding day.

DAY OF WEDDING

Organizing Your Special Day

- Full onsite coordination and direction of set-up and tear down at ceremony.
- Placement of programs, ceremony and personal items.
- Ensure delivery and distribution of all bouquets, boutonnieres, corsages and any other decorations for the ceremony.
- Greet guests as they arrive and direct them if needed.
- Coordinate bridal party procession.
- Transportation of flowers and décor items from the ceremony to the reception site.
- Full onsite coordination and direction of set-up and tear down at reception.
- Supervise set up of décor, catering and any reception entertainment.
- Ensure all tables, chairs, flowers, linens, table settings, place cards, etc. are set up according to directions.
- Confirm timeline with DJ and or Master of Ceremonies.
- Coordination of the evening reception program.
- Deliver final payment and / or gratuities to vendors.
- Ensure all ceremony and reception items are packed and placed in designated location.