

Cherished Day Events & Weddings

Day-of Event Management

Hiring a day of coordinator will help to alleviate a lot of the stress associated with the final days of planning as well as reduce the pressure often associated with day-of logistics. You should be able to enjoy their special day, not worry about their planned details and the execution on the day of the wedding!

- 2 – in-person meetings – one of which will be the venue walk through. We want to learn your wedding vision inside and out!
- Complete **wedding management** and day-of execution for up to 12hrs.
- Review all your vendor contracts as needed to understand exactly what will be arriving day of.
- Venue walk-through to go over details of the wedding day
- Unlimited contact via email from the time of contract. Any phone and video chats need to be pre-scheduled ~ We are always here for you!
- Timeline creation and run of show of wedding day details and distributed to vendors. – we keep everyone in check!
- Vendor management – we will coordinate with all contracted **wedding vendors** listed on the Cherished Day Events vendor form and confirm their arrival times, get insurance info, meal counts, confirm services booked and any other important details, at least 1 week or more prior to the wedding.
- Greet **wedding vendors** and be point of contact the day of your wedding ~ this way no one is bothering you with questions or concerns!
- Distribute bouquets & pins corsages to bridal party, attendants & family members.
- Cue Best Man, Maid of Honor, Parents and honored guests when they are about to give toasts.
- Assist with bridal party and family for photographs ~ things get busy and the group might need some guidance. We will be there to help if needed.
- Set-up and styling of all wedding elements ~ this is key to having your vision come to life! (Escort cards, favors, guest books, table numbers, photo booth props, DIY elements, etc.)
- Direct ushers and helpers with seating and program distribution.
- Distribute final payments & gratuities as needed to vendors ~ you will not have time to do this as you will be too busy having the best day of your life!
- Retain the marriage license for officiant.
- Retrieve wedding gifts / cards ~ we will monitor the flow of the card box and personally hand the cards to you at the end of the night.
- Arrange for ALL your personal items are packed up and given to a designated family member, room, and/or vehicle.
- Most importantly, access to the Wedding Day “Emergency Kit” ~ It always comes in handy!
- Professional **Day of Wedding Coordinator** onsite for up to 12 hours of **wedding day management** ~ every wedding includes (1) Wedding Coordinator.

* A second Coordinator is required for all non-traditional venues such as barn/farm weddings, vineyard weddings, arboretum weddings, South Asian weddings, private home weddings and/or large open spaces that require additional set up. Additional hourly fees will apply.

* For liability reasons, our Coordinators cannot serve food or drinks to guests, bus tables, hang anything decorations that require a ladder or move anything that is heavy enough to require machinery or special equipment.