

Save the Date EVENTS

From full planning to day-of coordination, Save the Date Events can meet any of your event planning needs! Over the years, I have been fortunate to work with some of the best in the biz, and form relationships with trustworthy vendors so you can count on dependable and consistent service. I look forward to helping you plan a memorable and incredible day!

Through referrals, relationships, and the ability to offer affordable and efficient options most clients don't even realize are possible, many people find hiring a day-of coordinator actually saves them money!

My approach is to handle as much as possible up front to ensure your day goes smoothly and to be an extension of you. I make it a point to be able to answer any vendor questions that may arise day of and they never have to bother you! You can also expect me to tend to the small details throughout the night. These things matter to you, so they matter to me!

My list of responsibilities typically covers the day from ceremony to reception, start to finish. Each day is different and additional tasks can always be added! Personalizing responsibilities/services does not typically impact pricing unless adding on items such as rehearsal coordination or excessive hours are needed for meetings, transporting of items, elaborate set up/take down, etc. My "Day-of" Coordination package starts 1-3 months out. This ensures I can help you with all the final questions and details that will ultimately make your day one you get to enjoy and not stress about. The day truly goes by so fast. You enjoy your friends and family and let me worry about everything else behind the scenes!

Day-of Coordination starts well before the "day of" and here is what you can expect:

Pre-Event:

- Event design
- Budget analysis and adherence
- Timeline creation
- Attend final venue walk through
- Communication with vendors to confirm event details, answer questions
- Monthly check-ins to keep you on track and just to see how you're doing!
- Basic graphic design for place cards, signage

Event:

- Use of emergency box/bag for any last-minute mishaps or emergencies
- Set-up any pre-arranged décor items throughout space
- Final walk through of venue with layout confirmation, identify exits and emergency equipment, bathrooms, areas for guests to occupy before and afterwards
- Set out programs and collect any remaining ones following event
- Greet and assist guests upon arrival and throughout event; monitor and seat late guests to avoid disruptions or distractions
- Transport items and décor between spaces if needed

- Greet and direct vendors, florist, DJ, caterers, cake/dessert, photographers, drivers, etc.
- Maintain constant communication throughout event with vendors to ensure schedule is on time (or adjust accordingly if needed)
- Placement set up and monitor items such as guestbook, gift table, memorial table, personal pictures and items, bathroom baskets, favors, cake cutting set, toasting flutes
- Set up seating cards, seating charts/posters/signs and table numbers
- Monitor all areas (and work closely with venue staff) to ensure they are free of debris, spills, etc.
- Monitor and distribute desserts, dessert table/candy bar, late night food, gifts or favors
- Assist client throughout the evening for last minute changes or needs
- Monitor cards and gifts and move to secure location at appropriate time to avoid theft or damage
- Distribution of final payments and/or tips to vendors
- Pack up all aforementioned items, gifts, and décor and load into designated vehicle (Items may be delivered the following day, based on necessity and availability)
- Pack up all leftover dinner, dessert, cake by request of client per contract with caterer/venue
- Ensure client, attendants and guests have transportation departing event safely
- Final walk through of venue at end of evening to ensure nothing is left behind
- Donation of flowers/centerpieces to hospitals, senior apartments, and nursing homes (by request and per availability)
- Send all photos and memories I've captured throughout the day!