

Justina Aurora Event Planning



Day of Coordination

- Complete and thorough guidance through out your special day. We'll be there to make sure the day goes off without a hitch!
- First in person meeting 5 - 7 weeks prior to event date, to obtain a clear understanding of clients vision and goals. "Get to know you session". Receive an overview of all of their planning details and expectations, i.e., venue, vendors, decor and design, etc.
- Second in person meeting onsite at venue. This will assist with finalizing floor plan and design set up. Discuss and finalize time line and all other planning details.
- Review complete wedding checklist, to ensure all necessary details have been completed.
- Collect and review vendor contracts and important information. Remain vendors point of contact two weeks prior of event.
- Contact all vendors a week prior confirming delivery dates, times, locations and contracted services.

- Develop an event one sheet for all vendors. Providing a scheduled itinerary and any required venue restrictions and/or guidelines.
- Early arrival day of to manage, direct and be the on-site point of contact for family, wedding party and vendors throughout the event day.
- Receive deliveries, greet vendors and ensure vendors are providing contracted services.
- Review, give expertise advice and assist with preparation of event time line and event floor plan.
- Up to two hours of wedding rehearsal time.
- Coordination of ceremony and reception. Lining up and cueing the wedding party & music for the ceremony and reception.
- Gather family members / wedding party for photos. Work with photographers and videographers to ensure any specific pictures you require are taken.
- Ensure all design specifics and tables are staged accordingly. Make certain event floor plan is being adhered too.
- Confirm proper placement and decoration of wedding accessories, i.e., place cards, menu cards, table numbers, guest book, gift box, candles, etc.
- Assist DJ / Emcee in guiding guests throughout the day. Ensuring event flows smoothly from start to finish, i.e., grand entrance, first dance, toast, etc.
- Aid with any dietary needs or special meal requests.
- Available and alert to take care of any unexpected occurrences.
- Making sure specialty items and gifts are packed up at the end of the event, i.e., cake topper/cake cutting set, toasting glasses, etc.
- Distribute gratuities / final payments to vendors on your behalf.
- Includes continuous consulting communication via email and phone.

- Includes 8 hours of service day of wedding.
- Assistant may be added for day of execution depending on additional requested duties and guest count. Additional fees apply.

Starting at \$1250

All pricing based on agreed upon duties and event guest count

Additional hours of service available for an additional fee

Coordination and execution of rehearsal dinner available for an additional fee