

Justina Aurora Event Planning



Full Service Coordination

- Meticulous full service coordination and direction throughout the full planning process of your special day. From the very beginning until the very end. We'll handle all the logistics.
- First in person meeting at signing of agreement. We'll obtain a clear understanding of clients vision, goals and expectations. "Get to know you session".
- Several design meetings to follow based on schedule of clients and coordinator. Including meetings with venues and vendors.
- Final design meeting two weeks prior, to discuss and finalize floor & design plan, time line and all other planning details.
- Provide complete wedding checklist, to assist with staying on track and ensure all necessary details have been completed.
- Assistance and expertise advice with budget development.

- Share preferred vendor contacts and connections.
- Assist with seeking and securing ceremony and reception locations, caterer and rentals. As well as any other vendors needed, i.e., baker, florist, dj/entertainment, photographer, hair and make up, etc.
- Review and negotiate vendor proposals and contracts.
- Provide helpful reminders of due dates and remaining vendor payments.
- Coordinate and manage wedding rehearsal.
- Unlimited suggestions and assistance with design and decor planning.
- Collect vendor contracts and important information. Remain vendors point of contact throughout complete planning process.
- Coordinate meetings with vendors as needed.
- 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.
- Create and give expertise advice of detailed event time line and event floor plan.
- 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 unlimited consulting communication via email and phone.
- Available to assist with hotel accommodations, coordinate group room blocks and transportation needs.
- Includes 10 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 \$2,600

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