

TONY
FOR ALL LIVES EVENTS

MONTH OF COORDINATION

* INCLUDES "CEREMONY COORDINATION" SERVICES PLUS:

- **10-Hour Day-of Coverage:** This covers the coordination services on the wedding day. With the option to add extra hours if needed for an additional fee.
- **Day-of Assistant for 8 Hours:** Having an assistant available to support the coordination efforts on the wedding day.
- **Creating Day-of Timeline:** Develop a detailed timeline for the wedding day to ensure a smooth flow of events.
- **Unlimited Communication:** Being available via phone, text, or email for any questions or concerns throughout the planning process.
- **Ceremony Rehearsal Coordination:** Oversing and guiding the rehearsal to ensure everyone understands their roles.
- **Communication with DJ/Musician:** Confirming music details and cues for the ceremony processional.
- **Pre-event Outreach to Vendors:** Contacting and introducing themselves to the vendor team. Ensuring a smooth handoff on the wedding day.
- **Venue and Vendor Setup Confirmation:** Confirming and overseeing all necessary setups with venue and vendors.
- **Client Item Setup:** Assisting with setting up client-provided items, aligning with the design concept.
- **Vendor Payments and Gratuities:** Handing vendor payments or gratuities on behalf of the client.
- **Emergency Troubleshooting:** Managing any unexpected issues discreetly and efficiently.
- **Weather or Unforeseen Issue Management:** Assisting venue staff in case of inclement weather or unforeseen problems.
- **Coordination with DJ:** Ensuring the couple is aware of major events during the reception and assisting in guiding the flow of the evening.
- **Guest Ushering and Reception Support:** Assisting guests, coordinating the grand entrance, and working alongside catering to maintain the event timeline.
- **Grand Exit Assistance:** Helping with the grand exit and ensuring belongings and gifts are taken care of and depart with the designated person.
- **Vendor Checkout and Venue Closure:** Ensuring all vendors' smooth exit and the venue's checkout process.

EMERGENCY KIT ON HAND FOR ALL WEDDING HICCUPS

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THANK YOU FOR YOUR CONSIDERATION!