

## MONTH OF COORDINATION

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The *Month of Coordination* package is for the couple that has planned most details of their wedding: from event design to the selection of their vendors. They want to partner with an event professional to ensure that their event is executed well. Pink Domino is here, so relax and enjoy your big day!

### PRE-WEDDING SERVICES

- Initial phone consultation (to obtain event details)
- Unlimited email & phone availability (for the entire month prior to the event)
- Final Detail Meeting (may be over the phone or in-person)
- Review all vendor contracts
- Vendor Confirmations
- Event Logistics Plan Creation (that includes):
  - Full Set-up, Event & Tear-Down Schedule
  - Vendor Contact Information & Arrivals/Pick-ups
  - Room set-up information - Ceremony & Reception
  - Menu Information
  - Seating Chart Information
- Event Logistics Plan Distribution to all vendors
- Rehearsal Management – Up to (1) hour (date/time dependent upon many factors)

### DAY-OF SERVICES (for weddings up to (250) guests)

- (1) Senior Event Planner (for up to 8 hours)
- (1) Assistant (for up to 8 hours)
- Greet/Manage Vendor Arrivals
- Ceremony Management
- Wedding Reception & Timeline Management
- Set-up of Client Personal Item/Favor
- Distribute final payments and gratuities (as needed)
- Oversight of Vendor Tear-Down (up to 1 hour after scheduled event end time)

**\$2,500**

Additional hours are available at a rate of \$75 per hour.

Travel fees will apply to Riverside County/Temecula - \$125 and LA/Orange County - \$75.

A 50% non-refundable deposit along with signed contracts are due to confirm services.