

# Events By Truly Yours

Wedding Planner



## DAY of COORDINATION

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Our Day of Coordination service is perfect for the couple who needs on-site assistance on their wedding day

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### VENDOR *Management*

- ♥ MEET KEY VENDORS TO REVIEW DETAILS AND EXCHANGE INFORMATION
- ♥ SCHEDULE AND ACCOMPANY VENDORS ON VENUE SITE WALK-THROUGH
- ♥ CONFIRM ALL VENDOR SERVICES BEFORE WEDDING

### WEDDING *Logistics*

- ♥ CREATE WEDDING DAY TIMELINE
- ♥ CREATE VENDOR CONTACT INFORMATION AND WEDDING PARTY CONTACT INFORMATION
- ♥ CREATE SEATING CHART AND FLOOR PLAN

### WEDDING DAY *Coordination*

- ♥ MANAGE THE ORGANIZATION AND FLOW OF THE WEDDING DAY TO ENSURE EVENT RUNS SMOOTHLY AND ON TIME
- ♥ CHECK-IN VENDORS UPON ARRIVAL AT WEDDING LOCATIONS AND BEGIN SUPERVISION
- ♥ SET-UP / BREAK-DOWN OF CEREMONY / RECEPTION VENUES
- ♥ DECORATE VENUE AREAS AS DESCRIBED AND ENVISIONED. ARRANGE CENTERPIECES, SET PLACE CARDS, DESIGN TABLESCAPES, PLACE FAVORS, MANAGE GIFT BOX AND TABLE, PLACE GUEST BOOK, IMPLEMENT ANY OTHER DÉCOR REQUESTED
- ♥ SERVE AS POINT PERSON DURING CEREMONY / RECEPTION HANDLE ANY URGENCIES WHICH MAY ARISE
- ♥ ENSURE EVENING CONCLUDES SMOOTHLY, ALL GUESTS EXIT LOCATION TIMELY.

### REHEARSAL *Organization*

- ♥ REHEARSE PROCESSIONAL AND RECESSIONAL WITH OFFICIANT & WEDDING PARTY. REVIEW ROLES AND RESPONSIBILITIES
- ♥ DISTRIBUTE WEDDING DAY TIMELINE, VENDOR AND WEDDING PARTY CONTACT INFORMATION



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Events by Truly Yours provides  
TWO coordinators at every wedding.