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FINAL COORDINATION SERVICES

Finalization

- Coordinate guest maintenance in the form of RSVP's and seating charts
- Assistance with day-of stationery (favor tags, programs, table cards, escort cards, menu cards)
- Finalize specific details for all vendors (60 days before, 2 weeks before)
- Attend final vendor appointments
- Coordination of vendor pick-ups/deliveries for assigned wedding-related items
- Determine contingency plan (in case of inclement weather)
- Create detailed day-of timeline of all events (rehearsal, preparation, ceremony, reception)
- Distribute day-of timelines and customized floor plan to all day-of wedding vendors
- Assist with DIY projects
- Finalize wedding night and honeymoon arrangements (hotel accommodations, transportation)
- Communication with wedding party (via e-mail) of important details and contacts
- Arrange rehearsal dinner plans and distribute information to wedding party/guests (via e-mail)

Wedding Week

- Deliver welcome baskets and weekend activities to hotel for out-of-town guests
- Attend and/or direct the entire duration of the rehearsal
- After rehearsal, distribute wedding revisions to all vendors
- Operate as the primary point of contact for all vendors
- Greet and check-in all wedding vendors
- Coordinate, manage and troubleshoot with all wedding vendors
- Participate and oversee the entire design set-up of ceremony and/or reception
- Ensure placement of ceremony and reception items
- Distribute boutonnieres, bouquets and corsages before the start of ceremony
- At the start of the day, cater to clients, wedding party and VIP guests
- Attend and direct the entire duration of ceremony
- Attend and direct the entire duration of reception
- Act as hostesses to greet guests, direct guests and distribute programs
- Direct appointed hostesses and ushers with responsibilities
- Assist guests with seating placement of reception
- Cue all ceremony and/or reception events (first dances, cake cutting, toasts, bouquet/garter toss)
- Manage venue or caterer bar budget
- Ensure vendors adhere to contractual agreements before, during and after ceremony
- Ensure vendors adhere to contractual agreements before, during and after reception
- Distribute final payments/gratuities to vendors at end of contract
- Ensure a to-go meal and cake are prepared for clients
- Transport wedding gifts and all wedding decor to the assigned on-site destination
- Participate and oversee the entire breakdown of ceremony and reception
- Ensure ceremony and reception are cleaned to venue specifications
- Coordination of vendor returns/pick-ups
- Assist in the reconciliation process for broken contractual agreements of vendors
- Follow-up with vendors to ensure deposit returns
- Full use of Wedding "Just In Case" Kit
- Use of miscellaneous décor items (cake/gift/welcome/favor tables and entrance)

Features

- Unlimited communication via telephone and e-mail
- Online access to wedding workspace

- Flexible payment schedule and options
- Quarterly status reporting
- Monthly checkpoint calls and/or in-person meetings
- Lead Planner, Shanique Coleman, and two Assistants for wedding day

Base pricing begins at \$1,400

We'd love to chat with you about the details of your wedding day!

After a complimentary telephone consultation, we will send you a proposal outlining our discussion, services, pricing and payment information.