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## Full Coordination

As your Coordinator, we can help you plan the entire wedding from start to finish or just oversee the planning and give tips and pointers along the way. You decide how much or how little you want us involved. Overall, we are here to help the bride and groom develop the theme they have chosen and save them time and money by doing a lot of the legwork.

In addition to all of the Month-/Day-of Coordination services, Full Coordination also generally includes a lot of the upfront tedious legwork including, but not limited to:

- Venue vetting, meetings and selection
- Vendor vetting, meetings and selection
- Budget management
- Theme development
- Décor planning
- Organizing, managing and seeing to the finest details

For Full Wedding Planning, we would have an initial meeting so that you could tell me what you would need from me as your Coordinator. We can help you with pretty much everything that's involved in planning the big day, including:

- helping you research and find items for the wedding;
- booking meetings with your vendors;
- attending vendor meetings with you and/or accompanying you on shopping trips, if required;
- providing access to exclusive industry wholesalers who do not sell to the general public;
- liaising with and being the contact for your vendors throughout the engagement and wedding planning period;
- coordinating all the logistics;
- pre-prep of any do-it-yourself-type projects (i.e. invitations, bombonnières etc.), if desired;
- solving problems as quickly as they happen; and
- of course, being the "wrangler" day-of to make sure every runs as smoothly as possible without you having to worry about any details except enjoying yourself!

Again, you of course decide how much or how little you want us involved. A huge benefit you would have by enlisting us as your Coordinator is that you would be able to have access to various wholesale shops and warehouses that don't sell to the general public, as well the possibility of taking advantage of certain discounts exclusively offered to our clients from our preferred list of vendors.

We will have two very important items on us at all times on Wedding Day:

- (I) **Emergency Kit**, including everything you can and can't think of to remedy any unexpected emergencies. It contains items such as the obvious lint brushes, tissues, pens/sharpeners, mints, pins, Tylenol®/Advil®, lighters, and the less obvious like deodorant, eye drops, wire, nylons, zip ties, pliers, diapers, feminine products, glue gun, hair gel, Band-aids® - pretty much anything to heal a wound, remove a stain, fix a damaged item and keep you all looking your utmost best all day long!
  
- (II) **Clipboard**, including the emergency contact list, floor and seating plans, itinerary, list of bridal party members and their entrance/standing orders, church readings, song list, shot list, all vendor contracts and the like.

Overall, as Wedding Coordinators, we will be the orchestrator, keeping an eye on every detail on your behalf by doing everything from ensuring your vision comes to life and that everything is organized and looks as gorgeous as you planned it; to fixing any disasters before you even find out and them!