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Month-/Day-of Coordination

A common mistake brides and grooms make when planning their own weddings is that they don't realize how much added stress they could have lifted off their shoulders by hiring a Coordinator until the day is over! From our founder and owner's own personal experience, even she as a born planner, will admit that she fell guilty and victim of making this mistake herself! She didn't have a Coordinator and had to run most of the show herself... which is especially hard to do when you're the guest of honour and last to arrive! She was too cocky to understand why everyone kept pestering her to hire a Coordinator until it was all said and done. A bride shouldn't have to worry about anything but enjoying every moment of her day. The last thing you want to do as a bride and groom is have your family "working" for you at your wedding when they should be enjoying the day with you, responsibility-free, as your guest. And what happens when your family gets caught up in the occasion and inconveniently abandons or forgets their assignments? Can you imagine having to deal with the emergencies and mishaps yourself on your own wedding day?!

Our job as Wedding Coordinators is to make sure everything is executed as planned as smoothly as possible, and that when that problem arises (because let's be honest, there will ALWAYS be at least one wedding blunder), be it big or small, we will be there to take care of it, and you, and hopefully your guests, depending on what it is, won't even know it ever happened!

What is commonly more simply referred to as "Day-of Coordination" realistically translates into *Month-of Coordination* because as your Coordinator, we will need to meet with the bride and groom at least twice in the month leading up to the big day so that you can walk us through all the amazing things that you have put together and also collect detailed instructions regarding any last minute things that you need us to take care of. Some examples of such tasks may include:

- following-up with vendors and confirming delivery times/final payments;
- handing out programs to guests at the ceremony;
- bringing items to the venue(s) and setting up the receiving table with seating cards, bombonnières and any other displays;
- putting the finishing touches on the dining tables with place cards, menu cards etc. at the reception site; and so forth.

In our meetings during the month prior to the wedding, we can also help you with:

- putting your final timetable together;
- building your Emergency Contact List (vendors, bridal party, parents etc.);
- preparing your seating plan; and
- planning , attending and leading the Wedding Rehearsal

Prior to wedding day, we attend the wedding rehearsal to ensure we know exactly how the bride and groom wish the ceremony will be executed. We can also lead the rehearsal if necessary. If you are getting married in a church, the priest or house clergy would likely lead it, but we will still attend to make sure we know exactly how you'd like it to run for those nervous, forgetful groomsmen and younger members of the bridal party when it comes to showtime.

Overall, the wedding day on average will be up to a 14-hour day for us. We will be at the ceremony site one hour before it starts and will part with you after the last major event for the night (i.e. as the dance floor opens, a traditional send off, or serving of a late night food station). Among other several details, throughout the course of the wedding day itself, our services will consist of:

- Arriving early to the ceremony to ensure that everything is set-up as planned, that the vendors carry out their duties as agreed, and that the guests, parents and groom have a go-to person for guidance and direction;
- Pinning the boutonnieres on the men and corsages on the mothers and reminding everyone of their responsibilities;
- Adding last minute finishing touches on décor, greeting guests, handing out programs;
- Reminding the wedding party of their positions/responsibilities and cueing them during the processional;
- Making sure the bride's veil is straight, hair and makeup perfect, dress is fluffed and she is flawless right before she goes down the aisle;
- Handling any door opening and closings once the event has begun and assisting late arrivals in finding a seat;
- Arriving early to the reception hall and making sure it is set up to perfection, from linens, to place settings, to floors, and of course making sure the DJ/band/MC is all set and ready to go;
- Making sure the cake is still standing and being the venue and the wait staff's key contact answering all their questions and ensuring the courses are prepared to satisfaction and are being served on time; and
- Solve any problems as quickly as they happen.

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/sharpies, 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.