



harriet package

- Initial consultation
- 3 month meeting to build timeline & review vendor contracts
- 1 month meeting to finalize timeline, ceremony + decor instructions
- Connect with vendors 1 month + 1 week prior
- Timeline management day Of
- Full day -of coordination (12 hours)
 - Additional hours and meetings upon request
 - Timeline + vendor management
 - Set up client-provided decor (up to 5 large totes)
 - Direct vendors upon their arrival
 - Act as main point of contact for Venue
 - Cue ceremony, assist musicians in ceremony cues
 - Move any decor to reception space
 - Move gifts to a safe location
 - Start dinner service, toasts, cake cutting on time
 - Set and replenish desserts
 - Pack up client-provided decor end of night
 - Donate leftover floral

