It's all about the details....

When you are planning your own wedding, you spend months perfecting the details, and squeezing every minute of spare time into planning your perfect day. You want everything to be meaningful and personal for both you and your fiancé, and reflect your personal tastes and styles. When that wonderful day finally arrives, do you really want to miss all of the once-in-a-lifetime moments that will happen during your wedding, because you're worrying about what needs to happen where and when, and who's going to do it the way you envisioned? Of course not. This is your wedding day. It's the day to be fully present in each moment, creating cherished memories with your new spouse, your families and best friends.

As your Coordinators, let us worry about the details and logistics, so you can just relax. We want you to feel like a *guest* at your own wedding. Our job starts approximately one to two months before your wedding, where we gather all the information and detail about your wedding that we'll need to make it flow smoothly and effortlessly. On the day of your wedding, we become the one, point person, or liaison, with your venue, vendors, parents and guests, and ensure your carefully planned day unfolds exactly the way you envisioned, while discretely handling any snafus that inevitably will crop up. Having us on board allows you and your fiancé to be charming hosts, rather than last minute problem solvers. We make it our job to handle all the stress and details of your wedding day, so you, your family and your guests, can do what you do best - enjoy every second of your day, and create memories that will last a lifetime.

Just one peek at our comprehensive list of duties below, and you will understand how every couple will benefit by having a professional Coordinator present on their wedding day...it's really the best wedding present you could ever give yourself!

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DAY-OF-COORDINATION OPTIONS

\*Deluxe Day-of-Coordination ~ 3-4 hours of consultation, 1 hour of rehearsal management + 8 consecutive hours of wedding day management

\*Weekend Wedding Coordination ~ Deluxe Day of Coordination + 3 hrs of rehearsal dinner management, and 3 hrs post wedding day brunch management

\*Event Coordination ~ engagement parties, bridal showers, groom showers, Jack & Jill showers, baby showers, anniversary parties, Holiday parties, birthday parties, intimate dinners, family gatherings, family reunions, corporate events, any celebratory event in your life

 Each event priced individually based on location and style of ceremony/reception, number of guests expected and number of people in your wedding party.

2-3 MONTHS PRIOR TO WEDDING ~

\* Unlimited email access to us

\* Two-three Pre-wedding meetings to discuss your wedding wish list, details, tasks, your thoughts and vision of the ceremony, wedding planning checklists, helpful hints, schedule of events, logistics and timeline for your wedding, etc.

\* Meet with you for an overview of the ceremony site and reception site if requested, and review placement of your bridal party and your Officiant.

\* Confirm your vendors and their contractual duties

\* Create and finalize a timeline and schedule of events for the wedding, and email a copy to you, all of your vendors, the wedding party, and any other client specified individuals

\* Confirm song choices and their order as they relate to the schedule of events

\* Be available to consult about DIY elements within your ceremony or reception spaces

\* Review rental items ordered with couple

\* Work with the wedding Officiant to choreograph a full rehearsal of your ceremony, including a processional and a recessional

\* Pre-wedding meeting with bridal party to discuss their duties, questions or concerns

\* Review of Day of Coordinator duties and tasks with you, and all the details that so often get missed

\* Our team of talented event décor designers creating the perfect indoor or outdoor ceremony/reception spaces, so you can just relax and do the thousand little things that need to be done before your big day (priced individually)

​REHEARSAL ~

\* Warm Welcome gift bag construction for arriving out of town guests- a welcome letter, a detailed itinerary of events, maps of the area, snacks, chocolates, tissues and bottled water

\* Work with wedding Officiant to choreograph wedding ceremony, processional and recessional

\* Remind wedding party of where they need to be the following day, and at what time. Address any last minute questions or concerns

\* Setup and manage rehearsal dinner as needed

\* Transport any necessary décor items from the Rehearsal Dinner to the Reception location for overnight storing

PRE-CEREMONY ~

\* Provide 8 consecutive hours of Coordination

\* Two Coordinators present if needed

\* Coordinators starts 2 hours before ceremony time

\* Coordinator checks in with wedding party and Officiant and venue staff

\* Ensures ceremony space is set up according to couple's plan

\* Ensures reception site is set up according to couple's plan

\* Coordinate limo or car service for you to ceremony site

\* Facilitate on-time arrival of hair and make-up stylists

\* Coordinate any pre-wedding meal deliveries and clean up

\* Ensure all flowers arrive on time and distribute to Couple/parents/wedding party

\* Final check that all floral arrangements and decor items are in their proper place

\* Set up ceremony programs

\* Confirm that your Officiant has arrived

\* Confirm photographer and videographer arrive on time

\*  Hand out printed copies of the day's timeline to all vendors

\* Confirm seating arrangement and placement of parents/special guests at ceremony site

\* Ensure timely arrival of wedding party to the ceremony venue

\* Set up ceremony items (unity candles, sand ceremony items, etc.)

\* Make sure Couple and wedding party are dressed and ready on time

\* Pin boutineirs on Father of the Bride/Groom, Groom, and groomsmen if desired

\* Pin corsages on Mother of the Bride/Groom and female family members if desired

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 CEREMONY ~

\* Ensure that ushers have arrived and are ready to escort guests

\* Ensure designated attendants arrive on time and are ready to pass out programs and assist with the guest book

\* Alert Ushers/Groomsmen as to when to begin escorting guests to their seats

\* Ensure your Officiant has the marriage license, and knows who will sign as witnesses

\* Handle any emergencies that may arise

\* Line up the bridal party for their walk down the aisle

\* Communicate any last minute details to the wedding party

\* Cue Ceremony musicians when bridal party is ready to begin processional

\* Cue the wedding party in processional and recessional

\* Gather family and bridal party and coordinate with photographer for photos after the Ceremony

\* Coordinate limo or shuttle departure for the reception

​ PRE- RECEPTION ~

\* Greet and supervise your vendors and instruct them where to set up

\* Make sure band, DJ or designated emcee can correctly pronounce the wedding party's names (and in the right order) for the introductions

\* Check Cocktail Hour and Reception décor

\* Ensure all flowers have been set up according to plan

\* For outdoor tents, make certain that lighting is arranged and working appropriately

\* Meet with catering staff to confirm food timeline

\* Arrange table cards, seating chart or cards, menus, set up guest book, cake cutting utensils, and champagne flutes, light candles etc.

\* Set up any amenities baskets in guest restrooms

\* Assist catering and/or venue staff with remaining setup needs

\* Look over guest tables and head table to confirm they are set up properly

\* Review final set up before guest arrival and look for any missed details

 RECEPTION ~

\* Execute the Schedule of events and our Timeline for your wedding smoothly and promptly.

\* Liaison for all of your vendor, family, and guest questions and concerns.

\* Efficiently deal with any unexpected issues that may arise

\* Ensure proper flow of Cocktail Hour food and drinks

\* Encourage guests to take their seats at the appropriate time

\* Help guests locate their escort cards and dining tables

\* Locate Couple and the wedding party and instruct them to stay to the side of main dining area until they receive cue for their introduction

\* Notify band, DJ or designated emcee when the majority of guests have found their tables and Couple and wedding party are ready to be introduced

\* Notify band/DJ, photographer, videographer and immediate family members of the Couple when important events take place at the reception (i.e. first dance, parent dances, cake cutting, and toasts)

\* Cue wedding party, family members and guests when they are about to be announced for toasts

\* Know the catering service's schedule, and help ensure that guests are served at the appointed time

\* Collect gifts, cards, guest book and other valuable items and get them to a pre-designated area or person at Coordinator end time

\* Ceremony/Reception site de-construction the day following the wedding (priced separately)

Weekend Wedding Coordination ~

Rehearsal dinner ~

\* Setup and manage rehearsal dinner as needed

\*3 hours Rehearsal dinner management

​POST WEDDING BRUNCH ~ 2-3 hours of management (weekend wedding coordination)

 Assist in the planning of the Post-Wedding Brunch

 Facilitate on-time arrival or delivery of outside catering

 Coordinate food and beverage logistics

 Help with setup of décor and/or floral items

 Prevent and fix any challenges that may arise during the event

\* All Coordination packages based on Number of guests expected, size of wedding party, and location and style of ceremony and reception.

\* Travel over a 15 mile radius from Bangor will be charged 55 cents/mile

\* Ceremony and reception site construction and de-construction is priced separately, and added to your Day-of-Coordination package

\* Overnight fee for lodging for any rehearsal + wedding (+ post-wedding brunch) over 100 miles from Bangor

\* The Wedding Angel requires a non-refundable 50% deposit to book and hold your wedding date

\* Additional hours of Coordination available @ $100/hr

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