BLUE BARN BERRY FARM

DAY OF WEDDING COORDINATION

You have an amazing day. We'll handle the details!



It's YOUR Special Day - make sure you can enjoy it all! Take of advantage of Blue Barn's world-class Day-of Coordinator Service, and leave all the tiny (yet important!) details to us. Without a wedding coordinator, many of these duties fall to the mother, aunts, sisters, or even the bride herself. Let everyone relax and focus on what's important - your beautiful wedding day!

Communication

- FREE consultation
- Unlimited email communication
- 1 venue visit
- 2 planning meetings in person, zoom or phone (1 month & 1 week)
- Vendor confirmations

Tools

- Custom day-of itinerary for the whole wedding party noting important times
- Layout design for ceremony and Reception
- Complimentary personal touches

Services

- Rehearsal coordination
- Etiquette guidance
- 10 hrs of Day-of coordination and facilitation with venue, vendors, host and guest





Wedding Ceremony

- *Coordinating with Vendors as they arrive*
- *Setting up the unity candle/unity sand*
- *Arranging ceremony decor and aisle accents*
- *Placement of the guest book and programs*
- *Set up of the Memory Table (if applicable)*
- *Complete management of the event*
- *Pin on Boutonnieres and corsages*
- *Assist any special helpers (readers, musicians, guest book & program attendants, etc...)*
- *Check bridal party attire*
- *Confirm placement of rings*
- *Line up entire Bridal Party (including parents & grandparents) and direct them down the aisle*
- *Provide emergency management (sew on buttons, repair floral problems, & fix any issues that arise)*
- *Manage Bridal Party including Flower Girl, Ring Bearer and Ushers*
- *Clean up decorations from ceremony (Unity Candle, Guest Book, any left-over flowers or decorations)*
- *Assist the Photographer in making sure pictures after ceremony keep on the timeline*
- *Get the Bride, Groom and Bridal Party lined up for introductions into the reception*

The Reception

- Assist wedding day *Setup helpers (full service reception decorating can be added for $200)*
- Turn on décor or *candles (if applicable)*
- *Place the Guest Book and Unity Candle on gift table*
- *Confirm all tables and chairs are in correct placement*
- *Assist all vendors in being ready at the right time*
- *Line up Bridal Party for entrance*
- *Coordinate the reception and all rituals so that they flow seamlessly and vendors are prepared*
- *Communicate with DJ for dinner dismal and timeline*
- *Consistently check on Bride, Groom and their families making sure they are enjoying themselves*
- *Make final payments to any vendors needed*
- *Disperse tips (if applicable)*
- *Emergency Management (vendor no-shows, sick guest, unruly guest, popped buttons or seams, first aid, etc...)*
- *Assist family with décor cleanup. Full cleanup can be added for $200*

Day of Coordinating Service: $900
50% due at booking

*Optional add-on: Reception Decorating $200 (up to 3 hours)
Additional hours may be necessary based on your décor needs.

Day of Wedding Coordinating gives you the enjoyment of planning the entire wedding yourself while still having the assistance of a professional to make your dream a reality!