

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 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
- Design layout for ceremony and Reception
- Complimentary personal touches

Services

- Rehearsal coordination
- Etiquette guidance
- 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...)
- 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 go quickly and smoothly
- Get the Bride, Groom and Bridal Party lined up for introductions into the reception

The Reception

- Put on linens
- Assist Setup helpers (full service reception decorating can be added for \$200)
- Set up gift table and place card table (if applicable)
- Light any and all 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
- 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...)
- Gather up all gifts and help get them into correct car
- Assemble all of the Bride's decorations and put into correct car
- Box up decor and load in necessary vehicles
- Return cake boards and vases on Monday (if applicable)

Day of Coordinating Service: \$800

50% due at booking, balance due at rehearsal

*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!