

DAY-OF WEDDING COORDINATOR

Our day-of coordination services include:

Details – 4 weeks prior to your wedding, we go into the space and have a head-to-toe design meeting to cover every single detail of your big day! We talk about everything from the lighting concept and linen color, to the card box and proper pens for your sign-in book. Event Lab will then create a Details Outline, which includes all of your remaining “to-do” list items. We will cross them off regularly, until everything is in place to make your perfect day totally stress-free!

Coordination – we will coordinate with all of your vendors & rentals, such as venue, lighting, talent, photographers, décor, etc. This includes all outside vendor arrivals, setup, staging, and breakdown scheduling. We also create a ceremony outline for your Officiant & talent to reference.

Timeline– we create a detailed wedding timeline for your big day, which we provide to you and all of your vendors. This provides you with an in-depth overview of exactly how your wedding day will flow. We effectively manage this timeline & adjust accordingly based on any changes you desire.

Rehearsal – we will run your rehearsal to ensure your wedding party knows exactly what is expected of them on the big day. Everyone will be provided with the detailed wedding timeline at this time.

Setup – we will set up everything for you, so all you will have to do on the day of your wedding is come ready to party!

Onsite Management – we will remain onsite for the duration of the event, making sure everything runs smoothly & every detail of your special day is flawless. We will oversee all event details; manage all wedding day activities (intro's, first dances, cake cutting, bouquet/garter, etc.).

Strike – we will work with all vendors at the close of the wedding and manage breaking down all event elements. At this time, we can pay out gratuities on your behalf. Any items that you bring personally, we will package them back up & arrange for them to be collected at a later time.

“Our goal is to make your special event unforgettable. We can tailor any of our services to meet & exceed all of your expectations!”

– Event Lab