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• COORDINATING PRICING GUIDE 2023-2024 •

Package Overview

- **1 Wedding Coordinator and 1 Assistant**
- **Pre-planning (*starting 1 month before event*)**
 - Creation of event timeline
 - Creation of vendor contact sheet
 - Communication with vendors prior to event
- **Total of 10 hours on day of event**
(additional hours available)
- **Arrival 4 hours before event**

Coordination Details

- **Assist with basic set-up before event**
- **Manage vendor arrival and set up**
- **Distribute final vendor payments, tips, etc.**
- **Assist with the movement of family and bridal party for photographs, entrances, send-off, etc.**
- **Communication with vendors throughout the day to ensure a smooth event**
- **End of evening details**
 - Assist vendor exit and cleanup
 - Assist couple and family with general clean-up
 - Walkthrough with event manager

Day-of-Coordinating Rates & Specifics

~ \$1500 ~

- **Additional hours as needed** •
\$75 per hour
(Inquire for events needing fewer hours)
- **Venue decoration services** •
additional \$100 fee
- **Travel within 25 miles of Jefferson, GA** •
\$0.50 per mile for extra travel
- **Attendance at rehearsal** •
available for \$50
(\$0.50 per mile for extra travel)

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Coordinators are not responsible for the following:
Venue decoration, removal and cleaning of tableware, packing rental items, venue cleaning, etc.

• **Lead Coordinator:** Jill Pratt • **Coordinators:** Lynleigh Dial and Jen Pratt •
