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• COORDINATING PRICING GUIDE 2024 •

Package Overview

- **1 Wedding Coordinator for up to 100 guests**
- **2 Wedding Coordinators for 100 plus guests**
- **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

• **Our Coordinators:** Jill Pratt & Lynleigh Dial •

Month-of-Coordinating Rates & Specifics

• Package A •

Includes 1 coordinator
(up to 100 guests)

~ \$1300 ~

• Package B •

Includes 2 coordinators
(100+ guests)

~ \$1500 ~

- *Packages include travel within 25 miles of Jefferson, GA •*
(\$0.50 per additional mile)

Add-ons Available

• Attendance at rehearsal •

\$50
(\$0.50 per mile for extra travel)

Venue Decorating Service

(additional person)
\$75 per hour

Attendance at Venue

(Walkthrough)
\$100

• Additional hours as needed •

\$75 per hour

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Coordinators are not responsible for the following:

Venue decoration, removal and cleaning of tableware, packing rental items, venue cleaning, etc.