

DAY-OF WEDDING COORDINATING

Client guide



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Hey There!



I'M AMANDA ROSE

Hi! I'm Amanda, your day-of wedding coordinator serving my home of Prince Albert + area. I have a background in communications, management, and retail, but have spent the last six years in the wedding industry and I absolutely adore it. You might have seen me working as a bridal stylist, event planner, and event decorator at Delicate Petals, where I now offer a day-of wedding coordinating service!

I've spent the last six years falling in love with weddings; falling in love with my brides who've said yes to their dream wedding dress, sitting down with our engaged couples to plan their big day, decorating and watching their vision come to life, and every little detail in between.

Providing an excellent and meaningful customer service experience has always been a passion of mine. I love meeting and working with all people while curating fun, memorable, and individual moments with them. I also love getting creative, planning, and organizing, so event design and coordinating just made sense!

In my free-time, I love spending time with my family and two Himalayan Persian kitties: Lulu + Poppy, writing, reading, art, and spending too much time on the Internet researching everything wedding! I am a hopeless romantic, love weddings + love, and devoting my time and energy to making sure life's special moments are executed in a way that is as beautiful and unique as the people who celebrate them.

And if you haven't already guessed, yes, I am a Virgo!



WHAT IS A *day-of coordinator?*

WHAT TO EXPECT:

A day-of wedding coordinator is responsible for making sure the wedding day is executed perfectly. Their roles include overseeing vendors, managing the timeline, and overcoming any last-minute challenges that arise during the festivities. Day-of coordinators manage behind the scenes logistics, last minute preparations + styling components, ensuring the day runs smoothly and is beautifully orchestrated.

Most importantly, a day-of wedding coordinator ensures that you and your guests enjoy one of life's best days **stress-free**.

This service is for the couple who has planned most of their wedding themselves, but would like some extra help the day-of to ensure all of the details they've spent so much time planning go off without a hitch! This service guarantees you and your fiancé get to focus on each other and having a blast with the people who mean the most to you while also ensuring the ultimate guest experience.

Think of me as your very own personal assistant, honorary bridesmaid, and go-to girl on your big day!



Before you Book



LET'S GET TOGETHER FOR A MEET & GREET! THIS IS A COMPLIMENTARY MEETING, UP TO HALF AN HOUR, WHERE WE WILL GET TO KNOW EACH OTHER AND YOU WILL BE ABLE TO DECIDE IF I, OR THE SERVICE, WILL BE A GOOD FIT FOR YOUR BIG DAY! I WOULD LOVE TO HEAR ALL ABOUT YOUR VISION AND ALL OF THE DETAILS THAT MAKE YOUR DAY SO SPECIAL! WE WILL GO OVER THE BASE PACKAGE, ADD-ONS, INVESTMENT, DEPOSITS, ETC. THIS MEETING CAN HAPPEN ANY TIME DURING YOUR WEDDING PLANNING PROCESS.

SO YOU'RE READY TO Book!

YAY! SO YOU'VE DECIDED TO BOOK! A NON-REFUNDABLE DEPOSIT OF \$200 IS REQUIRED TO BOOK. THIS ENSURES I AM ALL YOURS ON YOUR BIG DAY AND I CAN GET STARTED ON THE PLANNING PROCESS AND ORGANIZING THE DETAILS OF YOUR WEDDING.



DAY-OF COORDINATING

Base Package

MONTH OF...

- up to two one-hour meetings in the month leading up to your wedding; these meetings can be in-person, by phone, Zoom, etc. In these meetings, I will get to know you and your wedding as well as you do!
- unlimited phone and email contact in the month leading up to your wedding
- one venue(s) visit; ceremony and reception
- full vendor coordination and communication in the month leading up to the wedding; I will contact your vendors to let them know they can reach out to me if they have any questions about your wedding or need anything
- attend + assist at wedding rehearsal
- assist in creating or reviewing your wedding timeline/itinerary and distributing it to your vendors

DAY OF...

- 6-8 hours of on-site coverage to ensure every detail of your day is perfect
- be sole contact for your vendors so you and your family can enjoy the wedding day; all questions/concerns will be handled directly by me
- pick-up/transportation/care of wedding florals
- finalize ceremony décor to make sure your ceremony is perfect for your guest's arrival
- direct and assist ushers with ceremony seating/program distribution
- ceremony management of wedding party + family
- final touches to reception décor before guests arrive/ceremony to reception changeover management
- cocktail hour management + assist guests with table assignments
- distribute final payments + gratuities to all vendors
- management of reception timeline
- full access to wedding day "emergency" kit

INVESTMENT | \$1200 +tax (within Prince Albert + area) * travel times/mileage may apply



PACKAGE

add-ons



ADDITIONAL MEETING(S)

\$100/hr + tax



MORNING-OF COORDINATION

\$300 +tax

coordination of morning-of schedule; management of hair/makeup timelines, coffee/breakfast runs, steaming/pressing of wedding garments, etc.



AFTER HOURS COORDINATION

\$500 +tax

coordination of transportation for guests at the end of the night (arrange for taxis/rides), ensure personal belongings + important items make it home with a designated person (i.e. cards, gifts, etc.), assist with clean-up of personal decor

Travel...

weddings outside of Prince Albert (Saskatoon, the lakes, acreages outside of Prince Albert, etc. will be subject to a travel fee and mileage fee: \$20/hr travel time + \$0.75/km

available for destination weddings anywhere in the world!

** accommodation fees may apply*