



## On the Day Co-ordination

*You've planned your day to the very last detail. Now it's time to sit back, relax, and grab a glass of something sparkly... your special day is in very safe hands!*

...

Samantha will meet with you a few weeks in advance of your big day to discuss the full details of your wedding, and iron out any creases that might show in advance. She will make contact with all suppliers and put together a full event schedule for everyone to follow – putting your mind (and your diary!) at rest.

On the day itself, Samantha will be on hand as your coordinator from start to finish, ready to assist with the overall set-up, delivery and coordination of your big day. There's nothing left for you to do except to say... *"I do!"*

Your **On The Day Coordination** package will include:

- **Meeting with you at the venue** approximately 2-4 weeks before your wedding to discuss the details of your day and begin the handover.
- Production of a **Full Event Schedule and Coordination Plan** shared with you and all relevant suppliers.
- **Contact made with all suppliers** in advance of the day to confirm their final arrangements.
- **Ongoing support and guidance** in the days leading up to your wedding.
- **Full coordination of your Wedding Day** to include key moments such as the ceremony; drinks reception; photography; wedding breakfast; speeches; cake cutting; first dance.... *and more!*
- **Discreet dealing with any eventualities** to ensure that your day runs as smoothly and perfectly as you intended.
- **Second assistant** to give an extra pair of hands if required, included within the package price.

**Fees for 2019**

**Standard On The Day Coordination**  
**(from 1 hour before the ceremony until end of first dance)**  
**£1000**

**Unlimited On The Day coordination**  
**(from as early as required until as late as needed)**  
**£1250**

**'Unlimited' Coordination Combined with a Celebrant Wedding Ceremony**  
**£1500**

**Additional days onsite for set-up / break down**  
**(unlimited hours)**  
**£250 per day**

(Any additional travel expenses depending on your location will be stated and agreed upon booking).

