

COORDINATOR



Wedding
COORDINATOR
PACKAGE



317 *On Rice Park*
EVENT CENTER





THE WEDDING COORDINATOR PACKAGE INCLUDES ALL OF THESE SERVICES FOR JUST \$1,500.00

1 INITIAL PLANNING MEETING

- 2-3 hour initial planning meeting after booking is confirmed
- Review photos, color choices, fabric samples, floral, décor and meal options
- Review Wedding Checklist
- Identify important vendors (florist, photographer, DJ, etc.)

2 CONFIRMATION MEETING

- This meeting should take place 2-3 months prior to the wedding
- Confirm details discussed at initial planning meeting and make any necessary adjustments
- Verify contact information and finalize coordination of all vendors
- Coordinate schedules with all parties

3 PRIOR TO YOUR WEDDING DAY

- Coordination and booking of outside vendors including photographers, bands, DJs, cake, hair and make-up, magistrates, musicians, guest favors and personalized items
- Coordinate floral, décor and catering
- Advise in areas of wedding etiquette
- Advise in selection of attire for wedding party
- Assist in the selection of music, poems, readings, and toasts
- Assist in booking guest rooms
- Assemble invitations
- Format guest list for labels and tracking
- Address and mail invitations
- Collect RSVP's and tally
- Coordinate music and speakers
- Help create program for Ceremony

SO MANY DETAILS. SO LITTLE TIME.

For most people, a wedding is the biggest event of their lifetime. Planning an event of this magnitude can be overwhelming.

Today's weddings include hundreds of details ranging from finding the right dress to the favors placed on the table and everything in between. Planning a wedding can be as time consuming as it is stressful.

The fact is, today's brides are busier than ever. That is why so many brides have turned to professional wedding coordinators to help plan their event.

At 317 on Rice Park, we take pride in offering a full range of services including those of a professional wedding coordinator. Let us take care of the details, so you can relax and enjoy your day!

FOR MORE INFORMATION OR TO ARRANGE YOUR PERSONAL CONSULTATION, PLEASE CALL US AT 651-726-8800



4 DAY BEFORE THE WEDDING

- Facilitate the Ceremony rehearsal
- Answer any questions that the bridal party may have
- Confirm Ceremony details with officiate
- Coordinate timing of Ceremony with all vendors involved
- Discuss any last minute details with the Bride and Groom

5 ON YOUR WEDDING DAY

- Arrive at the Ceremony site about one hour before photos are to begin
- Review itemized list of photos needed with the photographer
- Verify that the floral and décor matches what was ordered
- Ensure that the Bride has everything that she needs
- Pin on the bridal party flowers
- Confirm with staff at the Ceremony site the removal of décor
- Ensure that the Ceremony/Reception begins on time
- Facilitate the seating of the guests
- Assist the bride with her dress before the processional
- Bring guest book, gifts and cards from the Ceremony site to the Reception site
- Make sure that the Reception site is set as specified
- Ensure that the catering is set and ready to serve by the time that guests arrive
- Ensure that the bars are ready to open on time
- Coordinate with the Catering Supervisor to ensure that the servers are prepped and ready to serve
- Assist in timely seating of guests
- Cue DJ or band in the grand announcement of bridal party
- Assist and cue toasts, prayers, music, and DVD presentation
- Direct scheduled events in a timely manner
- Assist with any questions or concerns that may arise during the Reception
- Provide the Bride and Groom any additional assistance needed to ensure their day is memorable

COVER TABLE PHOTO BY EDDIE MULKEEN 091406

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651-726-8800 • 317 Washington, St. Paul, MN 55102

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