



## Partial Wedding Planning & Day-Of Coordination

Starting at \$1,750

*Maybe you have taken care of some of your wedding plans, such as securing the wedding and reception sites, but need help with other vendors and pulling all the details together. Let us be there and help you along the way!*

### **Leading up to your wedding day, you can expect:**

- Up to 12 hours of one-on-one consultations to be used for planning; itinerary, vendor recommendations, vendor visits, décor, budgeting, sourcing items, final venue meeting etc.
- Wedding planning checklist and assistance in creating your itinerary
- Review of your itinerary one month in advance of your wedding
- Correspondence with all vendors to confirm details leading up to the wedding and provide them with a copy of your itinerary
- Coordination and presence at the wedding rehearsal
- Unlimited communication via email, text and phone

### **On your wedding day, you can expect:**

- One or two assistant to act as the main point of contact on site
- Coordination and styling of the ceremony and reception, including: decor, centrepieces, welcome table, favours, menu cards, table numbers, seating chart, escort cards, etc.
- Behind-the-scenes set up, cues and assistance in orchestrating your ceremony
- Supervision of reception set up and liaising with Caterer/Venue, DJ, MC, Photographer and all other vendors
- Assistance throughout the day to ensure everything runs smoothly and all your plans are carried out
- Distribution of final vendor payment and gratuities day-of
- Access to our 'Wedding Day Emergency Kit'

***D McCulloch Events***

plan | design | create | coordinate

Diana McCulloch | 705-868-2770 | [dmccullochevents@gmail.com](mailto:dmccullochevents@gmail.com)

