

MINI COORDINATION PACKAGE

\$1250

Lead coordinator on-site from 9am through load out, with an assistant for seamless execution.

EVENT SUPPORT:**Direct Vendors:**

For seamless day-of execution.

1 Month Out Details Meeting:

Progress check-in and timeline review.

Week-of Vendor Confirmation:

We'll ensure alignment of staff and vendors.

EVENT SET-UP & STYLING:

- Confirm and refine room layout for optimal flow.
- Oversee and assist with **table and chair setup, linen placement, and décor arrangement** to align with your vision.
- Set up **ceremony décor** (aisle markers, altar pieces, etc.) and additional event spaces as needed.
- Place and arrange **rental** items such as chargers, centerpieces, signage, and other decorative elements.
- Early access drop off

EVENT WRAP-UP & CLEAN-UP ASSISTANCE:

- Repack and stage client-provided **décor** for easy post-event retrieval.
- Coordinate **final pickups** for any post-event retrievals by clients or vendors. communication and execution of contracts and timelines.
- Manage vendor tip distribution

This package does not include the booking of catering, decor/rental, photography, entertainment, hair/makeup, personal vendors, non-event vendors.