



# Wedding Day *girl*

OUR SERVICES



[www.weddingdaygirl.com](http://www.weddingdaygirl.com)  
Austin, TX

# Hello

NICE TO MEET YOU



## WHY WEDDING DAY GIRL?

After years in the industry, I decided to focus on what excited me the most, the "wedding day." Oftentimes wedding planners spend 12 months working with their clients developing their vision then doing several rounds of negotiating, back and forth designing, and revising orders for full planning clients, the day-of clients get 2nd rate service. At our company, we ONLY do day-of services (starting 6-8 weeks out) or Full Planning for a client with limited time (3 months or less) so you always get A+ service from first rate planners! When we meet for the first time, my goal is to get an in depth understanding of your wedding vision; and make no mistake, our wedding process will be seamless, concierge and exactly what you are looking for.

## SHE SAID IT

"When my sister was married the venue said they would do "day-of" for her, it was a complete disaster, they didn't put any of her decor in the right spots and one of her vendors was late and they didn't even realize it because they were showing another couple the venue. I didn't want to make her mistake. I am so happy I found this company, I couldn't believe how much I needed help the last month, they made me feel extremely comfortable handing over my wedding to them! Best investment I made for my whole wedding!"

XO Amina

## SERVICES OFFERED

- DAY-OF COORDINATION (starts 6-8 weeks out)
- FULL WEDDING PLANNING (3 months or less ONLY)
- WEDDING SETUP &/OR
- WEDDING CLEANUP



## Day-of COORDINATION

UNLIMITED HOURS | \$2500

### What you need to know...

We are the final details to your design, stylized advice to your finishing touches, and the experienced answers to all your unanswered questions. When you don't want all your hard work and wedding planning to have hiccups on the most important day of your life, it's undeniable that a Day-of Coordinator (sometimes referred to as a "Month-Of Coordinator" or "Event Manager") with years of experience behind their belt should be part of your plan. Unlike other companies, our Day-of service has been perfected to deliver value-added results throughout your final wedding planning stages!

### Here is how we do it...

- Unlimited communication, yes you read correctly "Unlimited", with an experienced wedding coordinator starting Six (6) Weeks before your wedding day! If you secure your contract with us prior to that Six (6) weeks, we encourage you to ask us advice along the way. We are here to support and get to know you through your planning journey. Let's be friends!
- Three (3) coordinator meetings - an introduction to you and your wedding to discuss your wedding day logistics, design, decor setup, vendors, site; then an extensive wedding blueprint timeline meeting, and finally, delivery of your wedding timeline, including drafts so it's perfected, with all venue and vendor communications we have compiled including venue and vendor contact sheet, floor plan, wedding party itinerary and wedding weekend production itinerary.
- 1 Hour ceremony rehearsal and unlimited wedding day coordination (no time limit).
- Immediate access to our online portal. This features a number of valuable tools to help you in the planning process including: checklists, guest list manager, budget manager, inspiration and wedding design catalog, and even auto reminders to setup for when vendor payments are due. Our clients LOVE our planning portal!
- Wedding Day assistant (s) (as needed at the discretion of the wedding coordinator based on the size of your event) at NO additional cost to you.
- As a client of ours you get other bonuses like big discounts to our shop, where we authored a book called "Best Wedding Ever" that shares all our tips and tricks, vendor referrals and discounts for items like invitations, signs, tuxes.

## Day-of COORDINATION

UNLIMITED HOURS | \$2500

### ■ Coordinating & Logistics

- We develop a blueprint for the last 6 weeks of your planning process. This includes: assigning tables, venue/vendor communication, and wedding weekend planning.
- We extensively review orders, wedding service contracts and catering event orders, as well as contact and communicate with the venue and vendors to ensure accuracy, setup, timing and vendor needs. Our goal is to make sure all the stars align before wedding day!
- We create our signature Wedding Weekend Itineraries for your Wedding Party & Family so everyone knows where to be and when.
- We orchestrate a detailed timeline that includes everything from wedding activities during your wedding week, to wedding day setup, floor plan, transportation of all those involved in the wedding, ceremony, cocktail hour, reception, after-party, and clean-up, venue and vendor production and every little detail in between. If you want to carve time out to change your shoes, we put that in the timeline for you too and make sure it happens!

### ■ Rehearsal Day

- We receive all your wedding decor prior to your wedding day and transport it to the venue for our wedding day setup.
- We direct a fun wedding rehearsal including processional (how to walk in), where to stand, where to sit, readings, songs, recessional (how to walk out), misc. timing, answer any questions on when and where to be on the big day and make announcements as needed.
- If you decide you need welcome event or rehearsal dinner services, we can absolutely give you a personalized quote for your service needs. This is not limited to only coordinating, we actually can design any of these events to make them just as significant in your memorable weekend.

## Day-of COORDINATION

UNLIMITED HOURS | \$2500

### ■ Wedding Day Production

- We don't limit our time on wedding day and we are there to make sure everything goes according to plan. This is unique to our company. We make sure everything is set and everything is cleaned up at the end of the night. This can be anywhere from 6-15 hours and presets the day before your day depending on how design extensive your wedding production.
- We are hands on with our couples as well as the Wedding Party, family and guests. If there are needs, we take care of things for you. Things like making sure your hair and makeup team have a schedule, assisting with your dress or suit, photos as needed by photographer, distributing personal flowers, bustling wedding gown (s) or sewing buttons, timely transportation to and from the event, the list goes on and on. We are there for you, no hesitation!
- We supervise and ensure vendors arrive on time and are ready to set-up according to your signed contracts. We also give vendor direction with regard to their requirements or needs.
- We run sound and lighting check for ceremony, cocktail, reception, etc. with your entertainment as well as assist in running music or adjusting dimmers or finalizing onsite lighting design, if applicable.
- We do the heavy lifting and transport your wedding decorations onsite including, but not limited to, wedding items like programs, guestbook, table numbers, escort cards, place cards, menus, signage, favors, linens, etc. as well as setup and cleanup EVERYTHING on wedding day for you as needed.
- Upon arrival to your wedding location, we review the wedding layout, table placement, chair and each and every piece of flatware, glassware, charger, etc, so nothing is missing from your setup.
- We coordinate all flow of events on wedding day as your single point of contact from processional, to marriage license signing, grand entry, toasts, first dances, cake cutting, bouquet and garter toss, grand exit, misc. entertainment.
- We coordinate food service with the venue or caterer as needed. We have been known to cut wedding cake and pour champagne too.
- We assist in making sure your gifts get transported by your point person to a specific and secure location.
- We ensure all decor that was brought to property is removed and secured in a location to be returned to you and nothing is left behind.
- We do an end of the night walk-thru with the venue to ensure any final clean-up or assess any damages that may have occurred to property. We are your liaison.
- We come with an emergency kit for any needs you or a guest may have throughout the event. We carry first aid, sewing kit and everything in between.



# Full Planning

## IN 3 MONTHS OR LESS

STARTING AT \$6500

It's easy to find a planner who will plan your wedding in 12 months, but it's a lot harder to find one who will plan an entire wedding in 3 months or less - full concierge. If you just became engaged and you are wanting to tie the knot quickly, throw a large party, or just procrastinated and finally are ready to get married within 3 months, design, production and coordination in a short period of time is one of our specialties!



# 01

## VENDOR COORDINATION & ORGANIZATION

With time not being on your side, it's really important that you have a wedding planner who looks strategically in her arsenal of vendors to plan your wedding to maximize your budget while delivering the caliber of wedding you deserve. Not only do we do that, but we also will refer, negotiate and coordinate your contracts so you don't even have to think about all that goes into building the best wedding & vendor team for your day. Nearly all communication will be lead by us throughout this process.

# 02

## WEDDING DESIGN & CUSTOMIZATION

With a background in Wedding Design, we lead the charge for one-of-a-kind concepts in an intensive design meeting with our couples to capture their vision (if they have one). From floral and paper design, tablescapes, drape, lighting, lounge furniture to even personalized welcome bags, gifts and custom signage throughout. After our design meeting, we assemble all of your orders with the superior vendors to save you time and money.

# 03

## LOGISTICS, REHEARSAL & DAY-OF COORDINATION

With a vendor team organized, timing and logistics can be orchestrated in such a way that you can easily dance into wedding day with a smile and a glass of whatever in hand! We manage all flow of events from gift/welcome bag assembly for guests, wedding rehearsal, transportation schedules, vendor arrivals, setup, decor set, design redirects, from ceremony to dinner, dancing and even the after party.

(For a full view of the day-of process, refer to our day-of coordination package.)



When you are getting close to the big day and you start to realize that putting people in charge of your wedding decor, what you envision for your wedding look and all your efforts, may or may not go as planned. We are your go-to Wedding Day Girls! One thing is for certain, our designer background and years of wedding planning will put you at ease that your wedding items will not only show up to the venue on time, they will be setup exactly how you want. If any issues arise, we are able to think quick on our feet and make decisions to solve any decor issues. You can purchase Setup/Cleanup (Day-of Coordination includes both of these packages) separately or both together, we make it easy and cost effective for the big day! Here are how these packages work...



## Wedding Setup

4 HOURS | \$500

One-on-one communication with an experienced and trained coordinator leading up to the big day.

Itemized worksheet to organize inventory.

Initial meeting to go over wedding decor, placement and overall look, room layout the week before your wedding. You will bring your wedding items to this meeting so we can get a closer look.

Transportation of inventory to the wedding location.

3 onsite hours of setup service by an experienced coordinator on the day-of - including setup of ceremony items, programs, escort cards, place cards, table numbers, cake cutting items, champagne flutes, photos, basic DIY decor, lawn games, and props, etc. (Items must be limited to 1 SUV load; beyond that you can purchase additional hours at a reduced rate of \$60 per hour.



## Wedding Cleanup

2 HOURS | \$200

One-on-one communication with an experienced and trained coordinator leading up to the big day.

Itemized worksheet to organize your inventory.

Initial call to go over inventory if you are only purchasing cleanup services without setup.

We will come to the venue at the end of the evening for approx 1 hour and neatly pack all your wedding items and bring them with us for scheduled pickup later the following week or drop to a nearby location. This is limited to 1 SUV load; beyond that, you can purchase additional hours at a reduced rate of \$60 per hour.

If your venue requires you to have a point of contact at the end of the evening for a final walk-thru, you can add additional services at a reduced rate of approximately \$60 per hour

need  
additional  
services?

LET US KNOW.  
WE CAN'T WAIT TO MEET!

### EMAIL

[info@weddingdaygirl.com](mailto:info@weddingdaygirl.com)

### WEB

[weddingdaygirl.com](http://weddingdaygirl.com)

### SOCIAL

[#bridecollective.co](https://www.instagram.com/bridecollective.co)