

Edmond Elite Events

Day of Coordination



Congratulations on your special day, we are excited to work with you and ease the stress so that you can focus on what is truly important and that is celebrating love! At this point you just need someone to come in to make sure the day goes off without a hitch, you have all your vendors in order and need me to come in and make sure the schedule runs smoothly!

Day of Coordination

- ✦ Prior to wedding day up to 30 days of vendor and venue coordination
- ✦ Complete wedding day coordination (10 hours) including setup/breakdown
- ✦ Oversee vendor set up of ceremony and reception space
- ✦ Point of contact for vendors (filter questions, approve deliveries, troubleshoot)
- ✦ Set up personal decor, such as card box, toasting flutes, special photos, guest book, unity candle, place cards, table numbers, seating chart
- ✦ Assist bride/groom and wedding party as needed prior to ceremony
- ✦ Distribute bridal bouquet, bridesmaid bouquets, boutonnieres, and corsages
- ✦ Organize bridal party to ensure everyone is in place and ready for ceremony
- ✦ Orchestrate couple's entrance, wedding toasts, speeches, special dances, bouquet toss, garter toss, and grand exit to adhere to timeline
- ✦ Collect personal items/gifts and ensure they are in designated vehicle and ready for the end of the night