



**LAUREN FILE**  
DAY OF COORDINATOR



## Welcome

We are thrilled to be with you on your wedding day. I will be with you throughout the day to ensure everything goes smoothly. I know you've spent months planning every aspect, and I am here to make sure all the final details are executed and you're advocated for.

My top priority is for you and your fiancé to have a stress-free day. My day-of services also allow your family and friends to truly be guests instead of worried helping hands as I take on the responsibility of vendor communication and execution throughout your day.

## Wedding Day

Up to 12 hours of onsite service the wedding day

### QUESTIONS & DIRECTION FOR VENDORS

#### Officiant

What are the order of events?

#### Florist

Time of delivery? Who will place them, pin them on or give out to the wedding party and family? Is this a photo opportunity for your photographer? Do you have left over flowers for the photographer? What happens to them after your event? Do you have specific requirements for the set-up of your cake(s) or desserts?

#### DJ/Performer(s)


Show them where they need to set-up and give them the schedule of the wedding, so they know when to expect/announce the time for events to happen.

#### Photographer/Videographer

Do you have a photo/video timeline? Do you have a desired shot list? Know where and when videos/photos are happening to ensure you're present when needed. Do they want to visit the venue?

#### Caterer(s), Baker & Bar

Do you have specific requirements for the set-up of your cake(s) or desserts? What time are you arriving? What is the schedule of service?

 574-807-4958

 57376 Twin Lakes Rd,  
Cassopolis, MI 49031

## Pre-Wedding

30 days prior to your wedding we will schedule our consultation to:

- Review your wedding day timeline.
- Set up a vendor contact list.
- Determine your top priorities.
- Review your various vendor contracts, so I can assist with questions they may have during their deliveries and to ensure what you have ordered arrives and is set up the way you want it set up.

## Rehearsal

I will be on site at your rehearsal to help run the practice ceremony with your officiant, meet the wedding party, and a run through of the wedding party entrance at the reception.

At the rehearsal, you're also welcome to bring any wedding decor you wish for me to store at the venue. To help make wedding day unloading a lighter task.



## LAUREN FILE DAY OF COORDINATOR

### Wedding Day Continued

#### THE CEREMONY

##### Organizing and directing the entrance for:

- The Family Members
- The Groom & Officiant
- The Groomsmen & Bridesmaids
- The Bride
- Coordinate with the DJ concerning the music and what songs play at what times.

##### After the ceremony

- I will ensure photographer knows where they'd like to photograph, and everyone needed is present.
- I will check with the caterer to be sure they are ready and prepared.


#### THE RECEPTION

- I will ensure that each event happens according to pre-arranged plans: first dance, dinner, cake cutting, and toasts

#### DEPARTURE & CLEAN-UP

I will ensure the final details have been taken care of:

- Who is in charge of getting the gifts?
- Who has the marriage license?
- Who is in charge of loading up packed decorations?
- Who is in charge of any rented items?
- Who is in charge of venue clean up (if you opted to forgo the cleaning fee)?

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#### PAYMENT

The fee for my "Day-of-Coordination" service is \$1200. Due 14 days prior to your wedding date. I accept:

- cash, checks made out to Lauren File



**I'm excited to serve you and help make all your wedding dreams come true!**

*- Lauren File*