

Wedding Coordination Services

Day-of & Month-of

Trivino Entertainment

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Day-of Wedding Coordinator

\$ 950.00

Day-of Assistance

- Up 6 hours on site
 - Provision of Bridal Emergency Kit
 - **Client to create timeline** and to furnish to all vendors, suppliers, service providers, and venue.
 - Oversee decor set up and take down
 - Oversee vendor arrival, set up, and take down
 - Sets table names, place cards, favors, and like items accordingly
 - Organization and assistance with the distribution of all personal flowers to the wedding party, family members, and special guests
 - Facilitation of wedding party, wedding ceremony processional and recessional
 - Coordination with officiant and assigned custodian of the marriage certificate
 - Management of Cocktail Hour
 - Management of guests and guest seating during dinner
 - Management and coordination of the entertainers, musicians, and/or DJs involving flow and announcements
 - Management of events, special dances, and toasts during reception
 - Coordination with assigned custodian of gifts, cards, and personals
 - Supervision of tip envelopes
 - Oversees and assists with Grand Exit
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Month-of
Wedding Coordinator
\$ 1,600.00

Month-of Assistance

- Unlimited Consultations via email/telephone
- Scheduled weekly telephone meetings for one month leading up to event (+ additional calls as needed)
- Venue site-visit walk-through *
- Assistance with rehearsal *
- Creation of documents and venue layout diagrams as needed
- Organization of Vendor Directory
- Vendor clarification and finalization of details for all services provided during the ceremony and/or reception, including the management of the order of events
- Confirmation of all vendors, suppliers, and service providers regarding scope and details of their services
- Confirmation of final payments to all vendors, suppliers, and service providers.
- Coordinator to create and provide a detailed day-of timeline to all vendors, suppliers, service providers, venue, and wedding party
- Direct contact and communication with all vendors, suppliers, and service providers via email and/or phone prior to wedding day
- Assignment of Custodian for Marriage Certificate
- Assignment of Custodian for Gifts, Cards, and personals
- Discussion and implementation of style and design of wedding

** Travel fees apply*

Month-of Wedding Coordinator

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Day-of Assistance

- Up 12 hours on site
 - Provision of Bridal Emergency Kit
 - Oversee decor set up and take down
 - Oversee vendor arrival, set up, and take down
 - Sets table names, place cards, favors, and like items accordingly
 - Organization and assistance with the distribution of all personal flowers to the wedding party, family members, and special guests
 - Facilitation of wedding party, wedding ceremony processional and recessional
 - Coordination with officiant and assigned custodian of the marriage certificate
 - Management of Cocktail Hour
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 - Management and coordination of the entertainers, musicians, and/or DJs involving flow and announcements
 - Management of events, special dances, and toasts during reception
 - Coordination with assigned custodian of gifts, cards, and personals
 - Supervision of tip envelopes
 - Oversees and assists with Grand Exit
 - Oversees the return of personal and/or rental items as agreed upon in advance to their respective owners
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