Wedding Coordination Packages & Fees

Hire Ready, Set, Go! as your professional Wedding Coordinator for coordination of your event. Allow Ready, Set, Go! to make your special day less hectic, better organized, and less stressful so you can focus on what is important – YOU! We are available for full coordination (Package One)

As your Professional Wedding Coordinator, we will:

- Organize and manage details … *from start to finish …,*
- Coordinate all your vendors,
- Facilitate the rehearsal the night before the wedding,
- Coordinate all aspects of your wedding day,
- Coordinate the key aspects of your reception … toasts, first dance, cake cutting,
- And much more.

Wedding Services Inquiry Form

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Package One (*from start to finish)* - $1,900
Include two custom engraved champagne flutes

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- Initial Consultation: discuss your wedding plans (one hour free),
- Budget – Help you develop and stay within the designated budget,
- Consulting sessions via phone or e-mail. In addition, email and/or mail correspondence, as needed,
- Facilitate vendor contracts, coordinate and schedule all vendor meetings,
- Developing timelines:
    - Vendors
    - Bridal Party (as designed with Bride)
    - Rehearsal
    - Wedding day
    - Reception
- Developing rehearsal, wedding and reception checklists and responsibilities,
- Assist with reception and ceremony site visits & selection,
- Help with selection of wedding gown,
- Advise on wedding etiquette,
- Verify all payment schedules are up to date,
- Wedding Planning /Coordination
    - Assist with development of ceremony program
- Reception Planning/Coordination
    - Set-up & take-down coordination ((does not include staffing – see other services listed below)
- Rehearsal attendance and/or coordination
    - Itinerary provided (does not include staffing – see other services listed below)

    - Reception and Ceremony decorations (does not include staffing – see other services listed below)
- Single Point of Contact for Bride the day of the Wedding
- Wedding Day Coordination
- Out of town travel, lodging and meals are additional cost

Package Two: Wedding Day Coordination - $1,000 (Rehearsal, and Wedding Day only to organize and manage details) – does not include initial arrangements

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- Free 1 hour initial consultation
- Unlimited phone calls and e-mails to and from a client
- Ceremony & reception site visit prior to wedding
- Advise on Wedding Etiquette

- Rehearsal Coordination
    - Develop timeline
    - Organize and explain to your wedding party their individual responsibilities, positioning, and timing of the events
    - Itinerary given to bridal party at rehearsal.
    - Distribution of timeline to bridal party
    - Single point of contact during the rehearsal

- Wedding Day
    - Single point of contact on the wedding day
    - Develop timeline
    - Create, in conjunction with the bride, a master plan for the entire day, so that you can rest assured that the details are in place and the event is being managed by a professional
    - Wedding Day Coordination
    - Ceremony – keep things running on schedule, be there to remind everyone of their roles, and handle the payment of the clergy, musicians, and other vendors, keep everyone calm, handle any crisis, and send you down the aisle without any problems

- Reception Coordination
    - Develop timeline
    - Coordination and direction of wedding day events.
    - Coordinate the florist, caterers, cake, band or DJ, and all other vendors. Will make sure things run smoothly, so that no detail gets overlooked, and will act as a buffer between the vendors and you (the couple) as you enjoy your wedding
    - Single point of contact during the reception

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- Vendors
  - Overview vendor contracts
  - Contact vendors prior to the wedding day (confirming vendor commitments double-checking the details, decisions, and services that you have already contracted for).
  - Provide timeline to each Vendor
- Last minute emergency kit
- Out of town lodging and meals are additional cost

Other services available (may require an additional fee)

- Provide Officiant for wedding service – includes rehearsal (Officiant FAQ)
- Organize decorations for the ceremony and reception
- Provide staff for (additional fee)
  - Set-up
  - Clean-up
  - Bussing tables
  - Bartending (beer, wine, sodas, water)
- Return formal wear to tuxedo shop on the first business day after the wedding (may have additional travel and time charges)
- Ensure complete takedown of site rentals, etc.
- Facilitate honeymoon plans
- Organize destination wedding
- Coordinate all rentals, to include linen, china, glassware, flatware, tables & chairs, as needed (included in Package One)

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