



# *À La Carte*

EVENT SERVICES & CONSULTING

## CONTACT

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Owner & CEO

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## DAY-OF COORDINATOR

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### **Names:**

Event Date:

Event Location:

Approx. # of Guests:

Email Address:

Phone Number:

### **Pre-Event Services & Communication**

- Up to 2 Client/Planner Meetings beginnings 4-6 weeks prior to event.
- Regular Monthly Emails: include personalized event timeline and "To-Do List"
- Unlimited email availability with your planner outside of above listed communications, plus phone call availability when needed.
- Confirm all vendor orders, arrival times/delivery dates, quantities, etc.

### **Event-Week Services**

- Produce event timeline/itinerary for all vendors, bridal party members, key family members/guests.
- Coordinate Vendor Final Payments & Tips
- Collect all personalized ceremony and reception items (card box, pictures, cake knife, flutes, guest book, marriage license, decor, etc.) by the Event Rehearsal.
- Oversee & Execute Rehearsal & Event Set Up

### **Day-Of Event Services**

- Available & ready to assist bridal party with any unforeseen situations or emergencies throughout the day of the wedding.
- Liaise between event guests, vendors and the bridal party, family members, etc.
- Oversee & Assist with Ceremony & Reception Vendor Arrival & Set Up (assure that all vendor contracts are being fully executed & that couple's vision comes to life!)
- Manage Ceremony & Reception Timing/Flow
- Assist Vendors/Venue & Bridal Party with event execution (DJ timing for special dances, etc., coordinate ceremony cues & timing, grand entrance to reception, bustling bridal gown, you name it!)
- Coordinate the retrieval of personal items (decor & gifts) with Venue.
- Secure all wedding gifts & cards
- Wedding Day Emergency Kit
- Additional services rendered upon request!