

*Rose & Fern Events*

# Day-Of Coordination



Starting from \$1,000

You've gotten the contracts signed, you've sent the invitations, your outfit is ready, and now you just want your day to go off without a hitch? I can help with that!

- Complimentary initial consultation
- Month-of and week-of meetings to review your timeline and go over all the details of your big day. I'll make sure you haven't missed anything, and go over anything you might be concerned about. 3 additional meetings available as soon as you book!
- Vendor coordination starting the week-of. I will step in so vendors start communicating with me instead of you so you can focus on getting ready.
- 90-minute rehearsal/venue walkthrough - I will help with the choreography, so everyone knows where to go and when during the ceremony! This doubles as the venue walkthrough and is the time to get your vision out of your head and into mine so everything goes just as you have envisioned it.
- Up to 10 hours of coordination the day of - I'll be there to make sure your vendors arrive, are set up properly, that everything looks amazing, and that you and your bridal party are all taken care of during the day. We'll run the timeline to make sure everything goes according to plan and deal with any issues that may come up...from a rain plan to a dress ripping, let me handle the stress of the big day!

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[roseandfernevents.com](https://www.roseandfernevents.com)

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## Venue Search



Starting at \$200

Want help finding a venue but can't book a planner until you have a date locked in? Don't wait, I can help! There are so many beautiful venues in the Pacific Northwest, it can be hard to decide.

- 30-minute remote vision consultation - we'll go over what vibes you are looking for, how many people you expect, possible dates, and your priorities to make sure the venue will fulfill them.
- I'll send over ideas I think will work based on our discussion or review any you already like.
- I attend one meeting with you at a venue to get you started as well as providing a list of questions.
- 30-minute remote consultation to go over the pros and cons of each location you have toured.
- We review the contracts and I'll make my recommendation.
- We'll meet one more time and finalize.

By the end, you'll have a beautiful venue that fits your wedding vision and your date will be locked in which means you can start looking for other vendors!

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# Add-Ons



Need something a little extra?

- **Travel** - Events within 25 minutes of the Portland office are included, after that it is \$1/minute
- **Overnight** - for venues that are 90+ miles from the Portland office - \$200/night
- **Rehearsal Dinner Coordination** - the coordinator is always present at the rehearsal dinner, but just planning it can be stressful! This add-on will take the stress out of the rehearsal with event management expertise, vendor and venue management, and up to 6 hours of on-site coordination - \$400
- **Welcome Event or Day-After Brunch** - Looking to extend your event during your wedding weekend? Let's wow your guests while you remain stress-free. Includes up to 6 hours of on-site coordination, vendor and venue management, and assistance in finding a location - \$400
- **Transportation Coordination** - Don't feel overwhelmed at the thought of getting your guests from the airport to your venue, we can help! We will contact transportation companies, create an attendance list, and if the timing works out with the rehearsal, we can even meet the bus at the airport and travel to the event site with them - \$400
- **Other ideas** - Just reach out, let's chat!

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# Consultation

Starting at \$60/hour

À la carte offering for the couple who is planning their own wedding but could use some assistance from someone in “the biz.” You can schedule as many hours as you’d like for things like:

- Day-of schedule
- Vendor management
- Rehearsal dinner coordination
- Bachelorette and bachelor party coordination
- Transportation needs
- Venue management
- Honeymoon help
- Any and all questions to do with weddings!

