



Day of Coordinator (DOC) Services

Planning an event—especially a wedding—comes with a lot of moving pieces. Our Day of Coordinator is here to ensure all the details come together seamlessly so you can relax and be fully present on your special day.

What does a Day of Coordinator include: Your DOC is available for up to **10 hours on the day of your event** (typically 10:00 AM – 8:00 PM, to be confirmed with your DOC). Services typically include:

Pre-Event Support

- **Two planning meetings** (in-person, by phone, or video call), approximately 1 hour each:
 - **First meeting (~60 days before your event):**
We'll get to know you, discuss your vision and traditions, begin drafting your Day-of Timeline, and gather vendor contact information.
 - **Second meeting (~30 days before your event):**
We'll finalize the timeline, confirm the event flow and setup plans, and review all décor details.

Event Day Coordination

- **Creation and management of your full event itinerary.**
- **Vendor coordination:**
We confirm final details (including power/electrical needs and timing) with all vendors during the week of your event. This includes DJ, makeup artist, caterer, florist, baker, and others.
- **Vendor payments (if applicable):**
Your DOC can handle day-of payments for vendors such as on-site hair/makeup, security, etc.
- **Timeline execution:**
Your DOC will work closely with all vendors to ensure smooth flow. This may include:
 - Floral delivery
 - First looks
 - Family arrivals
 - Group photos
 - Catering coordination
 - Wedding party introductions
- **Table layout planning:**
Our Event Manager will assist with curating your table layout.
- **Ceremony coordination (if on-site):**
 - Arrange bridal party lineup
 - Attend and assist with your ceremony rehearsal
 - Coordinate any necessary street closures
- **Lighting adjustments** to suit your preferred ambiance.
- Your DOC typically concludes their duties at or around **8:00 PM** or when the dancing begins.

Let Us Handle the Details So You Can Enjoy the Moment

Hiring a Day of Coordinator is one of the best decisions you can make to ensure a stress-free, joy-filled celebration. Reach out today to secure your DOC!