

COUNTDOWN COORDINATION & DAY OF

(1-2 months countdown before wedding):

* Meet the bride! In-person meeting to fine-tune details of the timeline and go over all of your plans. Also hand-off vendor info and timeline so I can begin getting everyone on same page & act as extra point person for vendor questions or logistical needs to take some of the correspondence off your plate, ease & free you up so you can shift focus to your personal wedding affairs leading up to wedding.

- (1) Assistant wedding co-coordinator
- Assistance & support with vendors or recommendations if needed.
- Unlimited texts & emails for styling inquiries, logistics, guidance & support
- (3) 30 min - 1hour calls before wedding
- Vendor logistics
- Assist bride & groom with all personal needs
- Supervision and overall management of wedding day & direct reception activities
- Distribute final payments & gratuities
- Wedding day emergency kit
- Make any deliveries the day before wedding if possible, start decor setup if allowed or needed
- Setup of welcome table, small item decor, dessert table, seating display, styling assistance
- Welcome vendors, manage day-of logistics with venue
- Make sure everyone stays on timeline & everyone is synced up with what needs to be done and when.
- Fully insured with \$2,000,000 liability insurance coverage
- Certified Event Planner with 28 years experience.

Call me today to chat about your vision and all the little details: **760 697 2538**
or email giulianapedretti@gmail.com