

A Goss Wedding

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A Goss Wedding

PACKAGES

Planning, Day of Coordination & Clean Up

\$1800 - \$2200

- Includes all Day of Coordination
- Venue visit Prior to rehearsal with couple
- Multiple meetings with the couple along the planning process
- Vendor Recommendations
- Create digital "To-do list" for couple (if needed)
- Assist with reception setup/design
 - Reception table design
- 2 Months before Wedding :
 - I review all vendor contracts and prepare any items that need clarification from vendors, and create a vendor contact list
 - Meeting (virtual) with couple to begin draft of Timeline
- 1 Month before Wedding
 - I will introduce myself to vendors, get their estimated arrival time for the event and finalize timeline and with the provided information
- Wedding Rehearsal
 - I will attend the wedding rehearsal to make sure wedding party is familiar with ceremony details (45min-1hr)
- Day Of Coordination:
 - I arrive early at venue to assist with vendor arrival and reception/ceremony setup.
 - I will answer any calls or inquires regarding vendor setup
 - I will assist wedding party with pre-ceremony preparations.
 - Assist with Post Ceremony details per timeline
 - Ie. Post Wedding Photo's, Cocktail hour etc.
- Once Reception has started its my responsibility to stay as close to our timeline as possible
 - Keeping up with first dances, Speeches, cutting cake and other reception details.
- Once Dance floor opens, I will usually straighten up the wedding party suites, while I wait for the reception to wind down.
- Once DJ makes last call, I will start preparing rentals to be returned, and assisting with any other clean up needed per the venue contract.
- I will remain until all vendors have packed up.

Please Note Not every couple will need all the services listed, some may want more, some may need less. That is why prices are listed in a range. For exact pricing please see body of email providing quote.

For more information:

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PACKAGES

Day of Coordination & Clean Up

\$1800 - \$1200

- 2 Months before Wedding :
 - I review all vendor contracts and prepare any items that need clarification from vendors, and create a vendor contact list
 - Meeting (virtual) with couple to begin draft of Timeline
- 1 Month before Wedding
 - I will introduce myself to vendors, get their estimated arrival time for the event and finalize timeline and with the provided information
- Wedding Rehearsal
 - I will attend the wedding rehearsal to make sure wedding party is familiar with ceremony details (45min-1hr)
- Day Of Coordination:
 - I arrive early at venue to assist with vendor arrival and reception/ceremony setup.
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 - Assist with Post Ceremony details per timeline
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Day of Coordination

\$1,200 - \$1,000

- 2 Months before Wedding Meeting:
 - I will review all vendor contracts and prepare any items that need clarification, and create a vendor contact list
 - We will meet (virtual) to draft timeline and discuss any outstanding task or questions.
- 1 Month before Wedding
 - I will introduce myself to vendors, get their estimated arrival time for event, and finalize timeline with information provided.
- Rehearsal
 - I will attend rehearsal to make sure wedding party is familiar with ceremony details(45min-1hr)
- Day Of Coordination:
 - I arrive early at venue to assist with vendor arrival and reception/ceremony setup.
 - Answering any calls or inquires regarding vendor setup
 - Assist wedding party with pre-ceremony preparations.
 - Assist with Post Ceremony details per timeline
 - Ie. Post Wedding Photo's, Cocktail hour etc.
 - Once Reception has started its my responsibility to stay as close to our timeline as possible
 - Ie keeping up with timing of First dances, Speeches, cutting cake etc
 - Once Dance Floor Opens, and Couple is enjoying themselves, I am finished.

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