



# Christina Andrews Weddings

## On-the-Day Coordinator Detail Exclusively for Weddings

**Two-hour session with the bride** to review event concept, timeline, vendors, layout and decorative details

**Generate a professional timeline**, vendor contact sheet, delivery schedules and schematics; documents distributed to all affected parties

**Review and fine tune all event details** with venue and catering

**Oversee all deliveries:** florals, wedding cake, lighting, heaters, rentals, food, beverages and decorative elements for ceremony, reception and tabletop

**Shop for all last minute items:** ice, beverages, food items, florals, bridal party lunch, vendor meals, etc.

**Check in with all vendors** (phone and email) one week prior and on-the-day  
*Review timelines, load-in, address logistical issues, review placement at site, etc.*

**Deliver to venue all goods sent by client:** escort cards and placecards, favors, gifts, wine, cake cutting utensils, champagne flutes, décor items, guest book, gift box, etc.  
*As part of our service, you are welcome to have items delivered to CAW in advance of your event (wedding dress excluded)*

**Pick up any will-call rentals:** specialty tabletop items, linens, candelabra, etc.  
*Must be a local rental vendor within 30 minutes of your venue; call for recommendations*

**Provide a wedding emergency kit**  
*First aid, lighters, feminine hygiene, sewing kit, scissors, dress steamer, ribbons, safety pins, bobby pins, votives, cake serving utensils, extension cords, etc.*

**Provide an end-of-event cleanup kit**  
*Boxes, bags, plastic containers, cleaning solution, etc. for consolidating and prepping all keepsakes, leftovers, gifts and personal items at the end of the event*

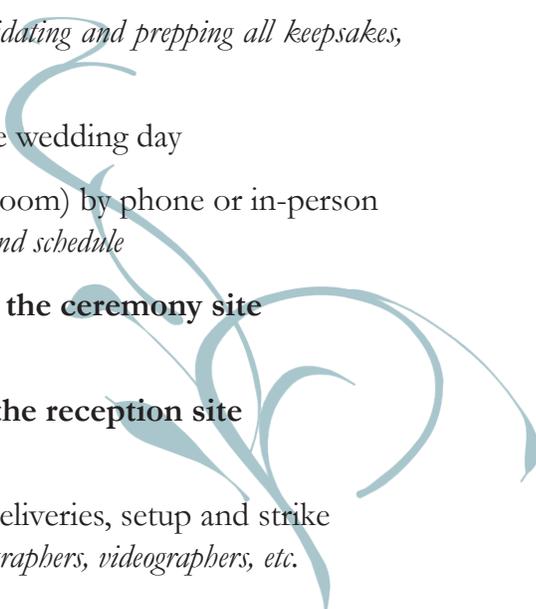
**Troubleshoot with vendors** as needed throughout the wedding day

**Provide assistance for guests** (as well as bride and groom) by phone or in-person  
*Assist anyone who gets lost, has an emergency or is running behind schedule*

**Oversee furniture set-up and décor installations at the ceremony site**  
*Oversee dismantling of set-up and décor at the ceremony site*

**Oversee furniture set-up and décor installation at the reception site**  
*Oversee dismantling of set-up and décor at the reception site*

**Receive all vendors on-the-day** and supervise their deliveries, setup and strike  
*Musicians, DJ, officiant, catering, tech people, bartenders, photographers, videographers, etc.*



**Oversee setup of special tables**

*Welcome table (guest book, card box, etc.), guest gift table, hospitality table (waters, light snacks, fans, programs, etc.), cake table, head table, dessert & coffee table, candy bar, escort card table, family picture table, etc.*

**Coordinate and fine-tune placement** of ceremony chairs, altar table, religious elements, arches, chuppahs, etc. for ceremony

**Coordinate and fine-tune placement** of all tables, chairs and specialty items, table setting elements, napkin folds, menus and placecards, etc. for the dinner

*Assistant may be required for setup (2-3 hours) depending on complexity and size of installation*

**Survey event site** and see to hiding/storing anything detracting from the appearance of the event areas or that might affect picture-taking

**Receive all beverage supplies:** ice, waters, alcoholic beverages, sodas, etc.

*Delivery is required for events with over 25 guests*

**Oversee setup of beverage stations,** if beverage service not provided by caterer

**Do pre-event spot cleaning** as needed: wipe down chairs, sweep debris, etc.

*We provide cleaning supplies, broom, stepstool, garbage bins and bags, etc.*

**Freshen up bathrooms,** make sure they are properly supplied throughout the day

*Contact venue for items that need replenishing or to address issues of malfunctioning equipment*

**Connect with transportation throughout the day;** manage shuttle itinerary

*Coordinate details between drivers, guests and venue*

**Greet guests** and assist them with finding their way around the property

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**Assist with seating guests** for ceremony and dinner

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**Direct the wedding ceremony:** cue musicians, minister, VIPs, bridal party, etc.

*Receive guests post-ceremony and direct all exits*

**Cue food & beverage services at all important transitions** and alert them to schedule changes as they occur

**Set out escort cards** or seating chart and easel, set out placecards, set up table markers

*Double-check number of placesettings at each table, assist people with dinner seating*

**Prompt catering and waitstaff** for toasts, cake cutting, guests with special requests

**Manage entire event timeline,** directing vendors and guests at appropriate times throughout the day

**Assist with announcements,** presentation of bridal party, guests doing toasts, special dances, shuttle schedule

**Lend support to photographers** and videographer throughout the day

*Gather guests for photos, provide chairs, help with positioning, etc.*

**Pack up any special items for the family and bridal party** (momentos, gifts, etc.)

**Act as a liaison between bride and groom,** family members, vendors and venue throughout the day

**Assist guests as needed at the end of the event**

*Help locate personal items, call for cabs, get guests safely onto shuttles, etc.*

**Anticipate and divert problems**

*Promptly secure help for any emergencies, have all emergency numbers on hand*

**Prep rentals for pickup:** linens and napkins, dishes, stemware, tables, chairs, etc.

*Review inventory with rental company week-after*

**Oversee cleanup, strike and departure of all vendors**

*Make sure property is in proper order at the end of the event to avoid additional fees*

**Follow-up on rental pickup,** oversee any post-event issues

*There is an additional fee to return to venue the following day*

**See to proper disposal of all food, beverage and floral waste**

*May require off-site disposal (this is an additional service; cost TBD)*

*Florists in the region typically return post-event to pick up all rentals and floral waste*

**See to proper disposal of all recyclables**

*May require off-site disposal (this is an additional service; cost TBD)*

**See to strike on all installed decorative items** and see that these items are properly disposed of, prepped for client to take home or returned to rental vendor

**Follow up on all large installation strikes that take place day-after:** tents, lighting, fabric installations, flooring, etc.

**See that all variety of rental items are set out in proper order for pickup**

*Return all will call items to rental vendor on Monday post-event*

ANTICIPATED HOURS ON-THE-DAY: 12 - 14 hours

PRE-WEDDING DAY PREP (application of hours at our discretion): 6 - 8 hours

POST-WEDDING DAY FOLLOW-UP: 2 hours

Directing your wedding rehearsal is included as part of your on-the-day planning package *but must be at a time agreed upon between coordinator, venue and client.*

## Our goals...

- To ensure that your event runs smoothly from start to finish
- To oversee your wedding setup and insure installations stay on schedule
  - To stay on top of vendor schedules and setup throughout the day
- To be the main point of contact for vendors, venue and wedding party
  - To see that your ceremony and reception setup is tastefully executed
  - To see that your ceremony runs smoothly and to keep everyone calm
- To see that your reception runs smoothly and carefully coordinated with catering
  - To keep food and beverage transitions on schedule
  - To oversee venue cleanup to prevent additional costs to client
- To oversee rentals at end of evening to prevent additional cost to client

*CAW cannot be responsible for guest drinking and driving issues*

*CAW cannot be responsible for guests who bring unauthorized or illegal substances*

*CAW is not responsible for damaged, broken or missing rental items*

## Your responsibilities...

- To provide us with a list of emergency phone numbers for on-the-day
  - To provide a list of bridal party, ushers and VIP guests
  - To provide ceremony seating chart for first rows (VIPs)
- To provide an **easily readable and printable** dinner seating chart
- To provide escort cards or seating chart to support your dinner seating arrangement
  - For outdoor receptions, escort cards and placecards must be secured with client-provided weights*
  - To provide a list of toasts, special dances, cake cutting, etc.
- To provide instructions disposition of all personal affects post-event
  - To provide transportation for guests with drinking and driving issues*
  - To assume responsibility for your guests behavior and safety during your event*



*PRICING FOR OUR ON-THE-DAY SERVICES*

**Christina Andrews, head planner**

|   |        |
|---|--------|
| Saturday weddings / April through mid-November:                 | \$2000 |
| Friday and Sunday weddings / April through mid-November:        | \$1850 |
| Saturday weddings / mid-November through March:                 | \$1750 |
| Friday and Sunday weddings / mid-November through March:        | \$1500 |
| On-the-day assistant for events with two venues:                | \$350  |
| On-the-day assistant for events with over 100 guests (1 venue): | \$275  |

**On-the-day only is available for resort settings, hotels, golf clubs and full service venues that provide basic rentals and a full food and beverage package.**

**References available upon request**

*Thank you for considering our services!*

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