



You dream it. I coordinate it.

DAY-OF WEDDING COORDINATION WITH CARE AND PRECISION.

Based in Tallahassee, Florida, I provide Day-Of Wedding Coordination designed to bring clarity and ease to your wedding day. With your plans thoughtfully in place, I step in to manage the movement behind the scenes—ensuring timelines stay on track, vendors are supported, and every detail unfolds as intended.

Your vision.

Your plans.

Brought to life with a calm, steady presence, clear communication, and quiet precision.

You celebrate.

I coordinate.

For over twenty years, I've helped couples move through one of life's most meaningful days with confidence and calm. My approach is rooted in trust, thoughtful preparation, and a deep respect for the experience you're creating—not just an event, but a moment you'll carry with you long after the day ends.

On your wedding day, you deserve to be fully present — not answering questions, watching the clock, or managing details. My focus is simple: to ensure you feel supported, unhurried, and free to experience every moment. With the logistics carried and the flow gently guided behind the scenes, the day unfolds naturally and beautifully — allowing you to settle into the joy of the celebration, knowing everything is in steady, capable hands.

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Day-of Coordination Packages

1. SIMPLY YOURS | \$750

- ELOPEMENT PACKAGE
- \$150 NON-REFUNDABLE DEPOSIT
- 5HRS DAY-OF COORDINATION SERVICES
- \$150/HR FOR ADDITIONAL HOURS

2. PERFECTLY YOURS | \$1500

- INTIMATE WEDDING PACKAGE
- \$150 NON-REFUNDABLE DEPOSIT
- 10HRS DAY-OF COORDINATION SERVICES
- \$150/HR FOR ADDITIONAL HOURS

3. ALL YOURS | \$2000

- TRADITIONAL WEDDING
- \$250 NON-REFUNDABLE DEPOSIT
- 15HRS DAY-OF COORDINATION SERVICES
- \$150/HR FOR ADDITIONAL HOURS

4. TRULY YOURS | \$2500

- GRAND WEDDING
- \$250 NON-REFUNDABLE DEPOSIT
- 20HRS DAY-OF COORDINATION SERVICES
- \$150/HR FOR ADDITIONAL HOURS

5. FOREVER YOURS | \$5000

- OUT OF TOWN WEDDING PACKAGE (2-NIGHT MINIMUM)
- \$500 NON-REFUNDABLE DEPOSIT
- 24HRS DAY-OF COORDINATION SERVICES
- \$150/HR FOR ADDITIONAL HOURS



Day-of Coordination Packages

DAY-OF WEDDING COORDINATION SERVICE	Simply Yours \$750/5hrs	Perfectly Yours \$1500/10hrs	All Yours \$2000/15hrs	Truly Yours \$2500/20hrs	Forever Yours \$5000/24hrs
In-person or virtual planning meetings	1	1	2	2	3
*Unlimited communication	X	X	X	X	X
Décor set-up and end-of-night breakdown oversight	X	X	X	X	X
Management of wedding party, family and guest flow	X	X	X	X	X
Day-of wedding coordination and event management	X	X	X	X	X
Primary point of contact for all wedding vendors	X	X	X	X	X
Troubleshooting and handling last-minute changes	X	X	X	X	X
Ceremony rehearsal coordination		X	X	X	X
Ceremony and reception layout/floorplan creation			X	X	X
Creation of detailed wedding day-of timeline			X	X	X
Rehearsal dinner coordination				X	X



Simply Yours Package

\$750 | 5 HRS

\$150 NON-REFUNDABLE DEPOSIT REQUIRED
\$150/HR FOR MORE THAN 5HRS SERVICE

The *Simply Yours* package is ideal for couples planning a small, intimate celebration — an elopement, courthouse ceremony, or micro-wedding. You've planned a meaningful day, and I'll be there to keep it running smoothly, so all you have to focus on is the vows. Quick, seamless, and quietly orchestrated to be *Simply Yours*.

- *Unlimited communication (*emails, texts, *phone calls scheduled 24hrs prior*)
- 1 in-person or virtual planning meeting prior to wedding date (*wedding venue walkthrough recommended for meeting*)
- Day-of coordination: orchestrate all wedding day details including set-up/break-down of ceremony and reception site, oversight of vendors, wedding party and guests, follow and adhere to timeline
- Point of contact for all vendors (*review timeline and layout, filter questions, approve deliveries/pick-ups, troubleshoot*)



Perfectly Yours Package

\$1500 | 10HRS

\$150 NON-REFUNDABLE DEPOSIT REQUIRED
\$150/HR FOR MORE THAN 10HRS SERVICE

The *Perfectly Yours* package is tailored for couples hosting an intimate wedding with close family and friends. You've already made the plans – I'll step in to manage the timeline, coordinate vendors, and ensure everything flows with precision, presence, and just the right amount of behind-the-scenes support to make the day *Perfectly Yours*.

- *Unlimited communication (*emails, texts, *phone calls scheduled 24hrs prior*)
- 1 in-person or virtual planning meeting prior to wedding date (*wedding venue walkthrough recommended for meeting*)
- Day-of coordination: orchestrate all wedding day details including set-up/break-down of ceremony and reception site, oversight of vendors, wedding party and guests, follow and adhere to timeline
- Point of contact for all vendors (*review timeline and layout, filter questions, approve deliveries/pick-ups, troubleshoot*)
- Collect rental and/or personal items/gifts; ensure proper return



All Yours Package

\$2000 | 15HRS

\$250 NON-REFUNDABLE DEPOSIT REQUIRED
\$150/HR FOR MORE THAN 15HRS OF SERVICE

The *All Yours* package is designed for couples who've organized all the details and now want someone to take the reins on the big day. From vendor check-ins to timeline execution, I'll be your steady hand behind the scenes – coordinating the moving parts so you can stay present and enjoy the moment to be *All Yours*.

- *Unlimited communication (*emails, texts, *phone calls scheduled 24hrs prior*)
- 2 in-person or virtual planning meeting prior to wedding date (*wedding venue walkthrough recommended for meeting*)
- Arrange and coordinate the ceremony rehearsal
- Day-of coordination: orchestrate all wedding day details including set-up/break-down of ceremony and reception site, oversight of vendors, wedding party and guests, follow and adhere to timeline
- Point of contact for all vendors (*review timeline and layout, filter questions, approve deliveries/pick-ups, troubleshoot*)
- Collect rental and/or personal items/gifts; ensure proper return



Truly Yours Package

\$2500 | 20hrs

**\$250 NON-REFUNDABLE DEPOSIT REQUIRED
\$150/HR FOR MORE THAN 20HRS SERVICE**

The *Truly Yours* package is perfect for couples who've planned a larger celebration and want to hand off the day-of responsibilities with confidence. With extra time and added support, I'll manage your carefully crafted vision from start to finish — so you can experience the day you've designed, to be *Truly Yours*.

- *Unlimited communication (*emails, texts, *phone calls scheduled 24hrs prior*)
- 2 in-person or virtual planning meeting prior to wedding date (*wedding venue walkthrough recommended for meeting*)
- Arrange and coordinate the ceremony rehearsal
- Arrange and coordinate rehearsal dinner
- Create a detailed wedding day timeline (*from setup to break down*) and distributed to all vendors prior to wedding date
- Create ceremony and reception layout based on final guest count
- Day-of coordination: orchestrate all wedding day details including set-up/break-down of ceremony and reception site, oversight of vendors, wedding party and guests, follow and adhere to timeline
- Point of contact for all vendors (*review timeline and layout, filter questions, approve deliveries/pick-ups, troubleshoot*)
- Collect rental and/or personal items/gifts; ensure proper return



Forever Yours Package

\$5000 | 24HRS

\$500 NON-REFUNDABLE DEPOSIT REQUIRED
\$150/HR FOR MORE THAN 24HRS SERVICE
PACKAGE INCLUDES TRAVEL EXPENSES FOR COORDINATOR

The *Forever Yours* package is built for destination weddings and out-of-town celebrations where an extra layer of support is essential. I'll travel to your venue, manage pre-event logistics, coordinate with your vendor team, and ensure your weekend flows beautifully — so all you need to do is show up and celebrate and make your out-of-town wedding *Forever Yours*.

- *Unlimited communication (*emails, texts, *phone calls scheduled 24hrs prior*)
- 3 in-person or virtual planning meeting prior to wedding date (*wedding venue walkthrough recommended for meeting*)
- Arrange and coordinate the ceremony rehearsal
- Arrange and coordinate rehearsal dinner
- Create a detailed wedding day timeline (*from setup to break down*) and distributed to all vendors prior to wedding date
- Create ceremony and reception layout based on final guest count
- Day-of coordination: orchestrate all wedding day details including set-up/break-down of ceremony and reception site, oversight of vendors, wedding party and guests, follow and adhere to timeline
- Point of contact for all vendors (review timeline and layout, filter questions, approve deliveries/pick-ups, troubleshoot)
- Collect rental and/or personal items/gifts; ensure proper return



À la Carte Services

- 1. FLORIDA NOTARY SERVICES | \$10/STAMP PER DOCUMENT**
- 2. EXTRA PLANNING MEETING(S) | \$150/HOUR**
- 3. CUSTOM WEDDING TIMELINE DESIGN | \$200**
- 4. CEREMONY/RECEPTION LAYOUT DESIGN | \$200**
- 5. REHEARSAL CEREMONY COORDINATION | \$300**
- 6. REHEARSAL DINNER ASSISTANCE | \$500/3 HOURS**
- 7. CAKE CUTTING | \$1/GUEST**
- 8. PICK-UP/DROP-OFF OF PERSONAL OR RENTAL ITEMS | \$300**



PAYMENT & BOOKING INFORMATION

To secure your wedding date, a signed contract and deposit are required. Deposit amounts range from \$150–\$500, depending on the coordination package selected, and are due at the time of contract signing.

Once your deposit is received and the contract is signed, your wedding date is officially reserved and removed from availability. The remaining balance will be invoiced approximately two days after the wedding, allowing your focus to remain fully on the celebration itself.

ACCEPTED FORMS OF PAYMENT

- Check
- Cash
- Zelle

DEPOSITS, CANCELLATIONS & RESCHEDULING

Deposits are applied toward your total package investment and reserve your wedding date and preparation time. Because dates are limited, deposits are non-refundable. However, a 7-day grace period is provided following contract signing. If written cancellation is received within this timeframe, the deposit will be refunded. After this period, deposits become non-refundable. In the event a wedding is postponed, the deposit may be applied toward a rescheduled date, subject to availability, as outlined in the contract.

SPECIAL NOTES

- **Portfolio Photography:** With your permission, I may request access to a limited selection of your wedding day photos for professional portfolio use. If you prefer certain images remain private, these requests are always discussed in advance and fully respected.
- **“Forever Yours” Destination Package:** This package reflects coordination for weddings outside of my local area. Pricing includes the time, travel, accommodations, and transportation necessary to provide the same seamless, attentive support you would receive locally.

A FINAL NOTE

My goal is always to be transparent, supportive, and mindful of the trust you place in me. Clear policies allow us to move forward with confidence — so we can focus fully on creating a wedding day that feels calm, intentional, and beautifully supported.