



Photography by: Jehan LLC

Your All-Star Assistant Awaits You!

Better known as a "day of coordinator", your assistant is here to ensure that everything happens exactly how you envisioned it! We will create a detailed timeline of wedding events, communicate with other vendors, handle logistics of the day and solve any unforeseen challenges that may occur. Our role is to provide you with a stress-free experience so your time is spent celebrating with family and friends.

Let your All-Star Assistant take care of everything so you can have the Best Day Ever!

Wedding Management Services

Perfect for the couple who has planned the wedding themselves and needs assistance executing the final details on the big day!

Contact Us to Learn More

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614-321-5656



Wedding Management Services

This service is perfect for the couple who has planned the wedding themselves and needs assistance executing the final details on the day of the wedding!

Package includes:

- Two All-Star Assistants
- Unlimited consultations via phone, text or email
- Up to 12 hours of on-site assistance (between rehearsal and wedding day)

Prior to the Day of the Wedding

- Questionnaire to obtain all pertinent information for the wedding events
- Planning meeting to discuss and finalize every detail
- Create a detailed timeline for all wedding events including rehearsal, ceremony and reception
- Coordinate with officiant to direct the rehearsal.
- Gather items to be set up on the wedding day: unity ritual materials, guestbook, favors, serving set, table numbers, etc.
- Answer any questions that may arise from the rehearsal guests
- Review logistics with venue coordinator, if applicable

On the Day of the Wedding

- Oversee the logistics of the ceremony and reception
- Execute wedding day timeline, ensuring schedule is maintained
- Attend to needs of wedding party, family, guests and vendors
- Confirmation of vendor arrival and set up
- Ensure table settings, place cards, programs, favors, etc. are in place
- Ensure ceremony area is prepared as planned
- Coordinate all ceremony activities (processional, music, photography, unity ritual, etc.)
- Assist wedding party with ceremony processional and post-ceremony photos
- Coordinate all reception activities (grand entrance of couple and wedding party, welcome speeches/toasts, dinner service, cake cutting, formal dances etc.)
- Collect cards and gifts to be placed in a safe space
- Distribute final payments, tips and thank you cards, as needed
- Prevent and troubleshoot any unforeseen problems

Terms and Conditions

- A 300.00 non-refundable retainer is required at the execution of the contract. Balance will be due at least 14 days prior to the ceremony date.
- Retainer is not transferrable. If using the Wedding Management Services in conjunction with Officiating Services and one of the services is cancelled, the retainer will not be transferred to the other service. Any additional payments can be transferred if the cancellation is received 15 or more days prior to the ceremony date.
- Services listed above do not include running any wedding related errands (picking up or delivering attire, supplies or equipment, documents, etc.), set up and tear down (tables, chairs, equipment, vendor materials, etc.) or heavy decorating (floral arrangement, arches, backdrops, hanging décor, etc.)