



Weddings

EVENTS

Boutique Parties

NY / NJ

www.smpevents.com

## Wedding Coordination



For the couple who's done the planning and is ready to enjoy every moment. As your dedicated wedding coordinator, SMP Events gathers every piece you've thoughtfully designed and manages the flow of the day with calm precision and genuine care.

**With SMP Events guiding the day, your only job is to be fully present – radiant, joyful, and completely in the moment.**

### Wedding Coordination

**Services include, but not limited to:**

- Onboarding Deep-Dive virtual meeting 8-10 weeks prior to wedding date
- In-person meeting / site check to fully know your plans
- Scheduled check-ins with you by phone / video
- Consistent communication with you from start to finish
- Detailed timeline creation & wedding spreadsheet/worksheets
- Contracted vendor/delivery confirmations 1-2 weeks before wedding (COI management included)
- Expert On-Site Wedding Coordination
- Point of Contact for all vendors all wedding day long
- Set-up seating cards/chart, simple DIY, card box, ceremony elements, etc.
- Organize and facilitate ceremony / attend to latecomers
- Facilitate speeches, special dances, timeline management throughout reception
- Gather and hand-off your belongings at the end of the evening
- **Ensure that you and your family fully enjoy your special day!**

*Starting at \$3250 (Pricing based on guest count, location, size/scope, venue logistics, etc.)*