



THE SIDEKICK

Day Of Coordinating

8 HOUR PACKAGE

10 HOUR PACKAGE

Before Your Wedding Day:

- phone & email communication
- monthly check-ins
- 2 planning meetings
- online portal
- planning documents
- create decor list
- create detailed timeline
- create detailed photo list
- confirm final details with vendors
- unlimited week of wedding communication

On Your Wedding Day:

- capture behind the scenes moments
- set up wedding elements
- manage surprise elements -(first looks, gifts, etc.)
- point of contact for all vendors
- vendor management
- bridal party management
- execute timeline
- assist photographer w/photo list
- distribute final payments & gratuity

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