

# FAB.

— *event design* —

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## *coordination*

You plan it, we run it. This is for the couple that has everything planned, but needs someone else to make it happen. More than just day-of, we're here to answer etiquette questions, be point people for those important opinions, and finalizing what you've planned. You just show up looking good and ready to wed. Check out our comprehensive list of duties below.

### Prior to the event:

- Initial meeting to discuss any and all details pertaining to your event plans
- Unlimited communication to discuss event details and make sure the plans are ironed out and we have the same vision of your day
- Personal timeline creation
- Vendor contacts and coordination
- Ensuring you are on track with tasks and projects
- Rehearsal for up to two hours by coordinator or coordinator's assistant

### Day of the wedding:

- The "go-to" person and emergency contact the day of the event
- A lead coordinator and an assistant coordinator for wedding related tasks
- Oversee or personally handle décor set up at the ceremony and reception sites including set up of chair covers, centerpieces, escort cards, placing favors, and more
- Delivering prearranged and preordered food
- Pinning on boutonnieres and corsages as well as handing out bouquets
- Coordination with photographer to set up first look if pictures are taken prior to the ceremony
- Vendor coordination and direction
- Send you and your bridal party down the aisle [stress-free]
- Ensure the day sticks to the timeline and the details are completed
- Distribute final payments and tips
- Emergency kit provided

### Clean up and rental return services:

- If necessary, counting chair covers and sashes, glassware, and placing them in the proper transport containers
- Packing personal belongings and preparing them for departure
- Ensure that all items are accounted for and everything is finalized with the venue manager before departing
- Returning rental items the following week (restrictions apply)
- Outdoor events are subject to different cleanup and return services and fees
- Gift and wedding item delivery to hotel or home offered as an add-on service