



Vista 222

Wedding Coordinator
Services



Vista 222 Wedding Coordinator Package

Partial Event Planning Package \$2,500

Vista 222's **Partial Event Planning Package** offers comprehensive support to ensure a seamless and memorable wedding day. You've spent months planning your wedding—now let us take care of the final details for you. Services include two personalized meetings, one on-site consultation, vendor coordination, rehearsal management, and full wedding day coordination..

This package includes:

Before the Wedding

Two Personalized Meetings and One On-Site Consultation (Starting 12 Weeks Prior to Your Wedding) Before the big day, we work closely with you to understand your vision and preferences. Our goal is to ensure that every element of your wedding is well-organized and in line with your desires.

Preparation and Vendor Coordination

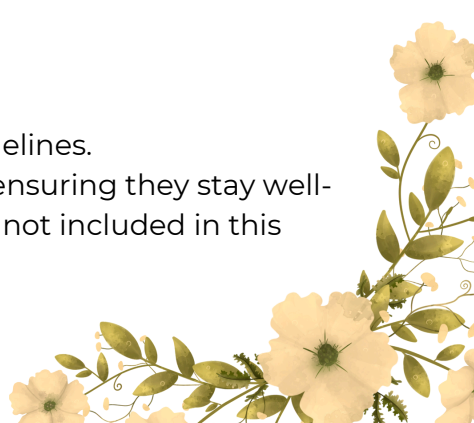
- Assistance with floor plan, rain plan, and design details.
- Unlimited phone and email communication.
- Vendor recommendations and review vendor contracts in detail to ensure no detail is overlooked.
- Confirm vendor details, including arrival times, to prevent any last-minute surprises.
- Create a comprehensive event timeline including rehearsal, ceremony and reception.
- Carefully review your wedding day's timeline, covering everything from processional order to special traditions.
- Rehearsal management and attendance

During the Wedding

Full Wedding Day Coordination

On your wedding day, our experienced Day Of Coordinator will be your guiding hand, ensuring every aspect of your celebration runs smoothly.

Logistics and Assistance

- Overall event management up to 14 hours on site.
 - Assist the wedding party with unloading at the venue.
 - Manage vendor arrivals and set up, providing them with detailed timelines.
 - Attend to the wedding party's needs throughout the day, including ensuring they stay well-fed and hydrated (Please note that lunch, snacks, and beverages are not included in this package).
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Vista 222 Wedding Coordinator Package

Partial Event Planning Package (cont.)

Timeline Management

- Keep a watchful eye on the wedding day timeline to maintain a perfect schedule.
- Oversee and manage the setup of rentals, vendors, wedding seating, arch, welcome table, guest book, table settings, and escort cards (Wedding couple must have a set-up team for decor set-up).
- Coordinate with the venue to manage sound levels and lighting, and implement a rain plan if needed.
- Take responsibility for the marriage license if the officiant is unable to.
- Safeguard important objects like rings and ritual items.
- Assist wedding guests as needed.
- Assist the florist with delivering bouquets and boutonnieres.
- Ensure the wedding party is in position for the processional.
- Manage the ceremony, grand reentrance, and reception, ensuring the emcee adheres to your timeline.
- Distribute final payments and gratuities to any necessary vendors.

After the Wedding

Final Touches And Cleanup


Once the festivities are over, we will take care of the final details.

- Coordinate load-out (wedding couple must have a breakdown team in place for night of and day after wedding decor load-out).
- Conduct a final walkthrough inspection of the venue, organizing decor to leave with the assigned team.
- Ensure that all outside items not belonging to Vista 222 are organized by the night's end.

Please note that the following services are NOT included in our Coordinator Packages.

- Return of rentals to the rental company.
- Transportation of personal items to or from the venue.
- Removal of personal items from the venue (such as the Bridal suite or Groomsmen's quarters).
- Guest transportation.
- Full decor setup.
- Rehearsal dinner management.
- Any out-of-pocket payments.

Vista 222's Professional Wedding Day Assistance Packages are designed to bring elegance and professionalism to every aspect of your wedding day. Let us be the guardians of your cherished memories





Vista 222 Wedding Coordinator Package

Day Of Coordination - \$1,000

Vista 222's **Day of Coordination Package** offers comprehensive support to ensure a seamless and memorable wedding day. Services include one on-site consultation, rehearsal management, and full wedding day coordination.

This package includes:

Before the Wedding

One On-Site Consultation

(Starting 4 Weeks Prior to Your Wedding) to discuss your wedding needs and preferences.

Preparation


- Unlimited phone and email communication.
- Create a detailed event timeline.
- Carefully review your wedding day's timeline, covering everything from processional order to special traditions.
- Rehearsal management and attendance (45 minutes).

During the Wedding

Wedding Day Coordination

On your wedding day, our experienced Day Of Coordinator will be your guiding hand, ensuring every aspect of your celebration runs smoothly.

Logistics and Assistance

- Overall event management up to 12 hours on site.
 - Assist the wedding party with unloading at the venue.
 - Manage vendor arrivals and set up, providing them with detailed timelines.
 - Attend to the wedding party's needs throughout the day, including ensuring they stay well-fed and hydrated (Please note that lunch, snacks, and beverages are not included in this package).
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Day of Coordination Package (cont.)

Timeline Management

- Keep a watchful eye on the wedding day timeline to maintain a perfect schedule.
- Oversee and manage the setup of rentals, vendors, wedding seating, arch, welcome table, guest book, table settings, and escort cards. (Wedding couple must have a set up team for decor set up.)
- Coordinate with the venue to manage sound levels and lighting, and implement a rain plan if needed.
- Take responsibility for the marriage license if the officiant is unable to.
- Safeguard important objects like rings and ritual items.
- Assist wedding guests as needed.
- Assist the florist with delivering bouquets and boutonnieres.
- Ensure the wedding party is in their positions for the processional.
- Manage the ceremony, grand reentrance, and reception, ensuring the emcee adheres to your timeline.
- Distribute final payments and gratuities to any necessary vendors.

After the Wedding

Final Touches and Cleanup

Once the festivities are over, we will take care of the final details.

- Coordinate load out (wedding couple must have a breakdown team in place for night of and day after wedding decor load out.)
- Conduct a final walkthrough inspection of the venue, organizing decor to leave with the bridal party.
- Ensure that all outside items not belonging to Vista 222 are organized by the night's end.

Please note that the following services are NOT included in our Coordinator Packages:

- Return of rentals to the rental company.
- Transportation of personal items to or from the venue.
- Removal of personal items from the venue (such as the Bridal suite or Groomsmen's quarters).
- Guest transportation.
- Full decor setup.
- Rehearsal dinner management.
- Any out-of-pocket payments.

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