








VELVET ALLEY
EVENTS

2025 Wedding Season
\$2250 weekend (Friday – Sunday)
What Is Included with your Month of Coordination Package




Once you have booked

-  Initial meeting at Eden Gardens to sign contract & recap our services (1hour)
-  Assign Rehearsal Date and Time.
-  Assist with vendor recommendations if needed.













30 days Prior

-  Final 30day call 1 hr. to finalize wedding details, assist with creating a layout, and timeline.
-  Final email to the Rachel and Jesus confirming your wedding day details.
-  Collect all Certificate of Insurance and vendor forms required by venue from vendors.

Day of Rehearsal

-  Attend the wedding rehearsal (1 hr.) to ensure all participants understand their responsibilities and are aware of the flow of the ceremony. Must be at venue.
-  "Line-up" and "Walk-thru" of your ceremony 1-2 times.
-  Quickly review the timeline for the following day with participants.

Wedding Day

-  Wedding Day management (8 hours the day of)
-  The coordinator will arrive on site approximately 2 hours prior to your invitation time depending on set up.
-  Assist vendors with their set up location and timelines review.
-  Ensure that personal flowers are distributed by your florist.
-  Receive and Place a (pre-assembled) favor for Reception.
-  Place escort cards (seating cards must be given to coordinator in alphabetical order)
-  Line-up of the wedding party and direct the processional (cue musicians, etc.)
-  Direct wedding party after recessional and invite guests to cocktail hour.
-  Coordinate with DJ or Master of Ceremonies to ensure your reception flows smoothly.
-  Facilitate and maintain timeline (adjust per couples' request)
-  Distribute gratuities to vendors on your behalf.
-  Remain onsite until the 8 hours have been met.

Included:

- 1 lead coordinator.
- 1-2 assistant coordinators (for up to 150 guests).
- 8 hours wedding day.
- 1 hour rehearsal day.
- Initial meeting at the venue once you book to sign the contract.
- 30-day final call (includes timeline & layout & collect COI/vendor forms).

Any additional time then what is stated above is considered overtime hours and will be added to the final invoice. Additional hours that would be considered overtime are walk throughs, in person meetings, additional phone meetings or calls, meetings with vendors or clients for any reason or at the venue, if the coordinator is to arrive earlier or stay later then what is agreed upon.

If a client has a large wedding party or additional décor, then what is included extra fees will apply.

A non-refundable retainer will be required upon signing the contract and the balance is due 45 days before the event.