



ROCKSTAR

CATERING + EVENT CO.



DAY-OF WEDDING COORDINATION

GETTING STARTED:

Personalized templates, timelines, and checklists to keep event details organized
Access to Rockstar's preferred event partner roster for any outstanding vendor needs

TWO WEEK DETAILS:

In-depth consultation meeting at the venue to discuss bride + groom's overall vision for wedding day
Unlimited consultations via email and phone
Confirm ceremony logistics and order processional + recessional
Create complete day-of timeline and distribute to vendors with final confirmations + instructions

REHEARSAL SERVICES:

Attend and coordinate alongside officiant to ensure all participants are aware of the overall flow of the ceremony
Review all wedding day duties with the wedding party and family members

DAY-OF SERVICES:

Serve as day of coordinator, directing the ceremony + reception
Guide bride + groom throughout the day to keep them on schedule and stress free
Serve as the "go to" contact for bride + groom, family members, guests, and vendors
Enforce wedding day timeline + manage all vendors
Supervise vendor load in and individual set-up
Assist with arrangement of escort cards, programs, guest book, table numbers + favors per your instruction
Ensure that designated person has the wedding rings
Make certain that proper music selections are played for processional + recessional
Prepare bride + groom for their walk down the aisle
Round up, line up, and cue the wedding party for the ceremony - making sure all are photo ready
Assist the photographer in gathering wedding party and family for photos
Make sure that all finishing touches are complete + exactly as you wish before allowing guests to enter reception
Gather and cue wedding party for introductions
Work with DJ/MC/Band on introductions, toasts, first dances, cake cutting, bouquet + garter toss
Answer all guests' questions and concerns graciously throughout the day
Come to the rescue with damp cloth when the Groom isn't as nice as he had promised with the cake
Be there by your side for any unexpected emergencies or requests
If needed, distribute any balances due to each vendor along with gratuities on your behalf
Arrange for cards, gifts and any bride + groom personals to be transported

FYI

Special offer good for one day-of location. A second day-of location may require additional fees. | Events outside 40 miles of Jupiter will incur travel charges | Client is responsible for paying suppliers and vendors directly. Rockstar does not accept commissions from any suppliers and will not be listed on any vendor agreements on behalf of the client. All items needed for the event must be purchased by the client in advance. | Additional fees may be required for rockstar to personally set up, break down, or recycle the location of labor intensive items, including but not limited to tables, chairs, and bulk decor items. | All personal items must be delivered to the venue the morning of the wedding and removed that evening. Rockstar is not responsible for the transportation of client provided items. | Day-of coordination hours not to exceed 8. Each additional hour will be billed at \$100 per hour.

