



wedding Coordinators & *wedding* Officiants

[Instagram](#)  [FaceBook](#)

DOWN *the* AISLE

Day Of Coordination

Beginning at \$1600

Month Before Event Date

We're jumping in! It's time for the *Hand-Off Meeting!*

Prior To The Hand-Off Meeting - Homework For Couple

- Couple will complete "homework" before Hand-Off meeting. (Homework on Client Portal.)
- Couple will email vendor contracts to Coordinator/Down The Aisle.

At Meeting

- Your Coordinator will guide you through and begin creating your wedding day timeline; starting with hair & make-up, all the way to the reception end time.
- The needs & wishes specific to your wedding day will be discussed, confirmed and delegated.
- Confirm venue set-up needs, details and diagrams.
- Your Coordinator will provide tips, suggestions, and reminders, creating a solid plan for the weeks to follow.

After The Hand-Off

- Your Coordinator becomes the point of contact person for all vendor questions & concerns. Yay!
- Your Coordinator will send an introductory email to your vendors, requesting vendor day-of arrival/departure times and apply to the timeline.
- Your Coordinator will confirm details of (vendor) services agreed upon. Any vendor issues will be addressed immediately.

Week Of Event

- Your Coordinator will email a final timeline to all vendors. [See Attached Sample Timeline](#)
- Confirm and inform each vendors:
 - arrival & departure time.
 - set-up & take-down details.
 - venue requirements and limitations.
 - vendor parking, and venue specific requests.

Rehearsal Day

Who stands where? Who's walking with whom? What about the marriage license? Who's going to queue the ceremony music? Where does my Stepmom sit? With emotions at an all-time high and the personalities of every bridesmaid, groomsman, parents, etc. in one room, rehearsals can be stressful for couples. **No worries!** We will guide you, your family and friends through the entire rehearsal process! We will take care of the many details & steps required to have a successful rehearsal.



Rehearsal Service Includes:

- Your Coordinator will attend and orchestrate your rehearsal.
- Create processional line-up.
- Confirm ceremony music and order of music.
- Determine position/placement of bridal party, (Venue specific.)
- Determine placement of ceremony props.
- Confirm location of Wedding/Bridal Suite and Groom Suite.
- Determine marriage license signing location and confirm witnesses.
- Determine meet-up time & location for Bridal Party & VIP's on wedding day.

Day Of

- Along with your Day Of Coordinator, Down The Aisle Ceremonies will provide (at least) 1 team member.
- Your Coordinator will be available on your wedding day two hours prior to the ceremony start time.
- Your Coordinator will remain on sight until meal service begins.
- Your Coordinator will shadow bride/groom/wedding party & guide all through reception timeline events, keeping everyone joyfully on track! Including:
 - Processional/Recessional
 - Marriage License Signing
 - Photographers Timeline
 - Wedding Party Grand Entrance - Couples Grand Entrance
 - Toasts & Blessings
 - First Dance, Father/Daughter, Mother/Son
 - Cutting the Cake & More!
- Act as a liaison to banquet/venue coordinator
- Confirm necessary vendors and VIPs have the most current timeline.
- Setup ceremony props (unity candles, etc.) Collect and put away props after the ceremony ends.
- Setup special tables & signs. Including: Guest Book, Card & Gift, Memory, Welcome, Seating Chart
- Supervise processional and recessional OOG. (Order of go.).
- Confirm song choices/order; processional, recessional, grand entrance & special dances.
- Distribute vendor tip envelopes (optional)
- Insure Cards/gifts are put away in a secure, pre-determined location.
- Your Coordinator will remain onsite until toasts/blessings are completed, and meal service begins.

Add On Services Available - (fees vary/beginning at)

- Two Locations. For couples who require Coordination service at more than one location. \$300
- Guest Table Set-Up. For couples who require the Coordinator to set-up each guest table in reception room. \$250
- Additional Hours. For couples who would like the Coordinator to stay past meal service. \$75 per extra hour
- Tear-Down Service. For couples who require clean-up at the end of the reception. \$300



Maryssa & Chris Are Getting Married!!
October 16, 2021



Timeline

North Lake Weddings
10577 Jones Rd., Berrien Springs, MI 49103

Rehearsal Day **Friday, October 15th**
5:00 North Lake Weddings

Wedding Day **Friday, October 16th**

Pre-Ceremony

- 10:00 Groom/Guys meet at North Lake Groom's Suite
- 11:30 Hair & Make-up begins, North Lake Bridal Suite
- 11:30 Canopeum arrives with all rentals & begin set-up, [Tina, 269-459-2400](#)
- 12:00 Guys get ready/dressed
- 12:00 Photographer arrives for getting ready pics, [Malak, 519-991-3844](#)
- 12:00 Videographer arrives. [Malak, 519-991-3844](#)
- 12:00 Personal flowers delivered. [Amy, 616-460-8886](#)
- 12:30 Floral set-up begins. Ceremony location & reception room
- 1:30 Catering staff arrives, [Tina, 269-459-2400](#)
- 2:30 Wedding Party/Groom photos
- 2:30 Day Of Coordinator arrives, [Eileen/Kata, 248-330-7662](#)
- 2:30 Officiant arrives, [Kata, 248-568-8301](#)
- 2:30 Bartender arrives, [Jesse, 269-425-2587](#)
- 3:00 DJ arrives, set-up, [Clint, 269-720-9713](#)
- 3:00 Bride+Groom snack delivered to bride/groom suite.
- 3:30 Cake delivered, [Soulard's Bakery, 269-944-9494](#)
- 3:45 Shuttle arrives at Fairfield Inn for guest pick-up, [Al, Hot Limo's, 708-473-2222](#)
- 3:45 Sound check for ceremony Officiant/DJ
- 4:00 Guest arrival begins
- 4:10 Final check ceremony details, Officiant mic, processional songs.
 - Processional Song 1: I Guess I'm In Love, Clinton Kane
 - Bride/Maryssa's Entrance Song: While I Sleep, Turning Page
 - Recessional: Somewhere Over The Rainbow, Israel Kamakawiwo'ole
- 4:10 All walking In the processional hide. Including: Chris/Maryssa/Bridesmaid,/Groomsmen/Parents
- 4:15 Prelude music begins
- 4:15 Guests seated for ceremony
- 4:25 Processional line-Up - [Officiant Announces Unplugged Ceremony & Cocktail Hour Information](#)

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North Lake Weddings
10577 Jones Rd., Berrien Springs, MI

Ceremony 4:30 - North Lake - Outside/Lake Front

- 4:30 Ceremony begins
- 4:25 Ceremony ends. Bride+Groom, 2 Witnesses, Officiant sign license
- 4:30 Guests transition to cocktail hour
- 4:30 Bride+Groom & immediate family gather for family photos.

Cocktail Hour 5:00 - North Lake - Solarium

- 5:00 Cocktail hour begins
- 5:00 Appetizers served
- 5:55 Guests transition to tables for reception

Reception 6:00 - North Lake - Main Event Room

- 6:00 Reception begins
- 6:05 Wedding Party Grand Entrance, Song, You Make My Dreams Come True
- 6:10 Bride/Groom Grand Entrance, Followed By Cake Cutting, Song How Sweet It Is
- 6:20 Toasts/Blessing
 - 1) MOH, Sammy Presbitero. 2) Best Man, Robert Herzog. 3) Blessing-Ron Presbitero, FOB
- 6:30 Meal service begins
- 6:30 Day of Coordinator departs
- 7:30 Meal service ends
- 7:40 Bride+Groom First Dance, Song - Can't Help Falling In Love, Elvis
- 7:50 Father/Daughter dance - Butterfly Kisses, Bob Carlisle
- 8:00 Photographer departs
- 8:00 Guest dancing begins
- 8:30 Late night snack served
- 11:00 Reception Ends
- 11:00 Clean-Up Service Begins

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Down The Aisle Explains...

Venue Coordinator
vs.
Wedding Coordinator

What's the difference?



Day Of Wedding Coordinator vs Venue Coordinator. *“Is a venue coordinator not the same as a Day Of Wedding Coordinator?”* We get asked this question on a regular basis by both professionals and brides alike. And the answer is simply **no**.

While some venues provide couples with a venue coordinator, their responsibilities and areas of concern differ significantly from those of a Day Of Wedding Coordinator.

The Venue Coordinator

Venue coordinators are employees of the venue in which they work. They act as a liaison between the couple and the venue's operations team. Their responsibilities and services pertain to your experience with them directly and within the scope of your contract terms.

Although they are a valuable asset to couples, it's important to understand the difference. A venue coordinator works for the needs of the venue, acting out the requirements of your contract with them, in a smooth and timely manner.

A Day Of Coordinator

A Day Of Wedding Coordinator *Works For You*, ensuring every detail of your day is flawless and orchestrated exactly as you've planned.

Your Day Of Wedding Coordinator starts working with you about four to six weeks before your wedding day. Their responsibilities & services vary based on the needs of the couple, commonly including, but not limited to; becoming the point of contact for all of your vendors, reviewing signed contracts, creating a detailed timeline, beginning with hair & make-up all the way to the last dance, confirm logistics of the day, orchestrate and direct the rehearsal, the order of go, processional & recessional details, confirming timing & selection of ceremony music & more. Your Day Of Coordinator handles unforeseen issues that may arise on your wedding day.

Your Day Of Coordinator has the knowledge and knowhow to see everything through and provides the support in the final weeks leading up to and on your wedding day.