



MAIN STREET

WEDDING AND EVENT VENUE

2022

WEDDING
DAY
COORDINATION

315 N. MAIN ST.
EVANSVILLE, IN

WWW.MAINSTREETEVANSVILLE.COM

DO I NEED A COORDINATOR?

If you're excited to all do the planning and design, but you don't want to spend your wedding day stressing over the timeline and making sure everything goes off without a hitch, then you'll need a coordinator! We'll meet to review every element you've already planned and create a detailed wedding day timeline. I will communicate with your vendors and suppliers to ensure that everything is in place to run smoothly. I'll manage all aspects of your event, from the rehearsal, to vendor and decor set-up, to your sparkler exit at the end of the night. I'll troubleshoot anything that comes up, so you can celebrate without worry. You'll be able to relax and enjoy the day, knowing every detail will be taken care of.

INVESTMENT

The fee for Wedding Day Management and Coordination is only \$750. I believe in complete transparency, so you won't get hit with any surprises or hidden fees. Plus, having a coordinator is so integral to having a worry-free wedding day you can truly enjoy; I want *everyone* to have one! Our package includes everything below, as well as a whole lot of genuine care and service. I want your wedding day to be everything you've imagined! I'll do whatever I can to help make it happen with as little stress as possible!

WHAT'S INCLUDED?

- Wedding planning checklist
- One in-person meeting
- Unlimited phone calls, emails, and texts the month of the event
- Detailed wedding day timeline creation
- Vendor communication/confirmation for arrival and set-up
- Venue walk-through
- Rehearsal management
- Up to 13 hours of on-site time the day of the event
- Décor set-up supervision and assistance
- Ceremony and reception coordination
- Guest assistance
- Clean-up supervision and support
- Emergency Kit

WHAT'S EXTRA?

- Vendor Consultations
 - I will provide additional vendor consultations for a fee of \$50/hr.
- Wedding Website Development
 - I will create and publish a custom website for your event. It's the perfect way to share information with your guests regarding anything from accommodations to a wedding weekend timeline. Starts at \$125.
- Invitation Management
 - If you don't have time to assemble, stamp, and mail wedding invitations, you can add this service to your planning package. \$150 per 100 invitations.
- RSVP Management
 - Have your RSVP cards mailed/emailed directly to the venue to save the hassle of keeping track of who is and who isn't coming to the wedding, how many guests they are bringing, and what entree choices they have selected for dinner. I will create and maintain a database of guest responses. \$175 flat fee.