

MONTH OF COORDINATION PACKAGE

Design a memorable experience for you !

EVENTS BY 7ELEMENTS

If you've already planned most of your wedding but want expert support to ensure a seamless event, our Month-of Coordination Package has you covered. We'll step in for the final details, making sure everything runs smoothly.

Final Preparation

- **In-Person Meeting:** A dedicated session to review all venue and vendor specifics.
- **Consistent Communication:** Ongoing updates and open channels via phone, text, and email to address any last-minute details.
- **Vendor Scheduling & Coordination:** We'll confirm timing and logistics for your ceremony and reception with each vendor.

Vendor Management

- **Exclusive Vendor Recommendations:** Access to our trusted vendor list, carefully chosen based on your preferences.
- **Wedding Day Timeline Update:** A week before the big day, we share the final timeline with all vendors for a well-coordinated event.

Wedding Day Services

- **10 Hours of Coordination:** A full day of professional support, covering both ceremony and reception.
- **Comprehensive Timeline Oversight:** Precise management of the day's schedule, ensuring each moment goes as planned.
- **Guest Seating & Setup Oversight:** Supervision of decor setup, guest seating arrangements, and ambiance creation.

- **Lighting & Sound Management:** Making sure each scene is perfectly lit and sound quality is clear.
- **Personalized Guest Assistance:** Help with any special needs or accommodations for guests.
- **Vendor Payment Support:** Handling final vendor payments on your behalf.
- **Gift & Card Security:** Safe storage and handover of gifts and cards.
- **Grand Exit & Transportation Coordination:** Smooth coordination for your grand exit and transportation for the wedding party.
- **Event Breakdown & Clean-Up:** Ensuring all vendors coordinate on breakdown and cleanup to close out the day.

With our Month-of Coordination Package, you can focus on the joy of your wedding day, knowing every detail is managed and every plan is executed perfectly.