

Mountain Laurel Catering

Day-of-Coordinator Service

We want you to have the best day with the least amount of stress as possible!

There are so many moving pieces that come along with your wedding day; that's why we require the couple use a professional day of coordinator. If you do not have one; we can provide this service with one of our in-house coordinators. A day of coordinator will be the liaison between you and your vendors; they'll be the point of contact for our staff and the one we go to with any questions or concerns.

- ~ Detailed Consultation at least two weeks prior to the wedding day
 - ~ Assist with creating a detailed timeline and itinerary
 - ~ Attend rehearsal and assist as needed, as well as ensure that all participants know where they need to be and when
- ~ Provide approximately 10 hours of on-site coordination and management on the day of the event.
- ~ Serve as point person at the venue on the day of the wedding; this includes coordinating set up and assisting with tear down, acceptance of all deliveries, and contact person for wedding participants
- ~ Handle disbursement final payment arrangements needed on the wedding day as requested
- ~ Coordinate photography schedule and reception activities
- ~ Unlimited emails and phone calls with your coordinator

Pricing is based on guest count, venue, and the scope of work or any additional needs by the client.

