



InGobo Events

The **Total Coordination Package** provides two months of services, maintaining advice and supervision that ensure a perfect wedding day.

This includes introductory Organizing and Preparation, Vendor Management & Coordination, Wedding Rehearsal direction and organization, and day-of services.

The details of services for the Total Coordination Package follow.

ORGANIZING & PREPERATION

- ❖ Two in-person organizing meetings
- ❖ Final details meeting (up to two weeks prior to wedding)
- ❖ Ceremony and Reception Site(s) walk thru
- ❖ Creation of a detailed wedding day timeline for vendors
- ❖ Creation of a simplified wedding party timeline
- ❖ Detailed schedule for rehearsal
- ❖ Assistance with Seating Chart Organizing
- ❖ Create event floor plan(s) (as needed)
- ❖ Receive all personal items for ceremony & reception (i.e. place cards, guest book, toasting glasses, favors, etc)
- ❖ Checklist of personal items needed for wedding day
- ❖ Recommendations or suggestions via phone or e-mail
- ❖ Guidance begins eight weeks prior to wedding date





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VENDOR MANAGEMENT & COORDINATION

- ❖ Review vendor contracts
- ❖ Distribute detailed setup & strike instructions
- ❖ Distribute wedding day timeline for vendors
- ❖ Distribute driving directions and maps
- ❖ Send final confirmations to vendors by e-mail &/or phone (1 week prior)
- ❖ Relay final head count to appropriate parties

WEDDING REHEARSAL

- ❖ Direct wedding rehearsal
- ❖ Organize wedding party for line up and placement
- ❖ Distribute timeline to wedding party
- ❖ Provide information on attendants duties

WEDDING DAY SERVICES

- ❖ Wedding Day Director (Entire duration of event)
- ❖ One Wedding Day assistant coordinator (As needed up to 8 hours)
- ❖ Setup supervision, overall management of wedding ceremony & reception
- ❖ Wedding Day Emergency Kit
- ❖ Assist wedding party with attire
- ❖ Manage the timing of the event with wedding party, family members and vendors
- ❖ Distribute flowers to wedding party and family
- ❖ Setup personal items for ceremony & reception
- ❖ Final inspections on setup, seating placements/count, table/place cards, décor, florals, etc





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- ❖ Greet guests and assist with seating arrangements
- ❖ Attend to guests needing special assistance
- ❖ Cue ceremony processional & recessional
- ❖ Coordinate reception activities - grand entrance, first dance, cake cutting, toasts, cultural traditions etc.
- ❖ Distribute final payment and gratuities to vendors on behalf of client
- ❖ Transport gifts and personal items into designated car or hotel

NOTES: For Weddings in LA County, Orange County, and Inland Empire there is no traveling fees. Outside of those areas a minimum of 2-night reasonable accommodation and transportation reimbursement are required in the contract unless otherwise agreed upon.

Additional Day of Coordination Assistants are required for larger weddings (100+). Quantity & Cost will depend on a) Number of guests b) Location C) Duration of wedding day-including set up/breakdown time D) Amount and intricacy of personal décor to be set up and tore down

PRICE:

\$2,000- For Weddings in 2023

\$2,200- For Weddings in 2024 (booked in 2023)

