



COURT & CO. WEDDINGS AND EVENTS COORDINATION SERVICES

Pre-Wedding Services:

- Initial Video Call consultation reviewing all aspects of your wedding
- Unlimited phone and email communication from the date of signed contract
- Provide wedding planning and design advice
- Venue walkthrough
- Finalize and review decor items
- Communication and coordination with vendor team starting 60 days before wedding
- Create custom timeline which may include: rehearsal, setup, processional/recessional, ceremony, cocktail hour, photography, reception, grand entrance/exit, first dance, dinner service, toasts/prayers, cake cutting, bouquet/garter toss and other specialty activities, load out/cleanup, etc.
- Review and obtain list of client's personal/decor items to be used such as signage, guestbook, programs, escort cards, place cards, table numbers, favors, menus, toasting flutes, cake knife/server set, card box, seating chart, pictures, etc.
- Coordinate/Direct wedding rehearsal
- Distribute custom timeline to bridal party and family members at rehearsal to ensure everyone is aware of arrival times and responsibilities
- As previously agreed upon, obtain client's personal/decor items for set-up on wedding day at rehearsal or client will bring items to respective venue(s) as arranged
- Optional Out-of-Town Guest Welcome Bags (for additional fee) which includes:
 - Planning and design development
 - Buying/sourcing all items
 - Assembling bags
 - Bag delivery to hotel/venue/couple

Wedding Day Services:

- Assist/direct couple, bridal party, family members and guests throughout the event

- Provide 10 hours of coordination services on wedding day
- Execute wedding day timeline to ensure everything/everyone remains on schedule
- Provide Lead Planner and one assistant; additional assistants may be added if necessary for a fee and will be discussed prior
- Greet, direct and assist guests throughout the wedding
- Oversee set-up and vendors
- Place clients' personal/decor items as discussed
- Distribute personal florals to wedding party and family including boutonniere placement
- Ensure clients' personal/decor items are removed from the event space and returned to previously arranged clients/family members

Client Responsibilities:

- Selecting, booking and paying all vendors according to agreed upon vendor contracts
- Making decisions, providing requested information and communicating any changes to Court & Co. and vendors in a timely manner
- Making timely payments of deposits, fees, and reimbursements to Court & Co.
- Providing Court & Co. copies of vendor contracts from each vendor
- Provide a warm meal at the wedding for each member of the Court & Co. team
- Arranging for a licensed bartender to serve all alcoholic beverages
- Complying with Court & Co. business schedule. Business hours are Monday-Friday between 10am-7pm (Pacific Time), unless arranged otherwise, with events typically on weekends
- Be kind and respectful to all Court & Co. team members!

Additional Notes:

- Court & Co. team will not hang anything that will go above anyone's head
- Court & Co. team will not use ladders for any reason
- Court & Co. will not enter into any contracts or pay any invoices on behalf of the Client(s)