



IRON KETTLE

EVENTS

Ensuring your wedding vision is executed, while allowing you to enjoy your wedding day.

Day of wedding coordinating

This service is designed to help a client that has already planned all the details for their event. We step in to help execute and manage them the day of the wedding.

We step in a month before to help coordinate the timeline, vendors, bridal party and family the day of the event.

PRIOR TO THE WEDDING

- Upon booking, consultation to discuss needs, vision and details of the wedding day.
- Open communication the month before the wedding on all details
- Meeting 2-3 weeks prior to the event to finalize all details with a detailed questionnaire covering all aspects of your wedding

REHEARSAL

- Coordinating and directing the bridal party and family
- Providing a timeline for the bridal party and family

WEDDING DAY

- Arriving at the venue before vendors and staying until the end to make sure the take down is properly done. (can vary)
- Greeting and directing vendors (decorator, DJ, cake, flowers, photographer, photo booths, caterer)
- Setting up all details that is coordinated by the client (DIY projects)
- Setting up favors and placecards
- Placing toasting glasses, cake knife & guest book etc.
- Designing gift table, sign-in table & dessert table
- Lighting candles, placing dessert and restocking
- Verifying table numbers with seating chart and number of chairs per table.
- *Troubleshooting weather related situations*
- Greeting and directing guests upon arrival to ceremony and reception, as well as removing details to be moved to reception
- Ensuring management of the schedule, including the speeches, meal times, etc.
- Reminding couple to safely put away gifts during the reception and remitting payments to vendors if need be
- Available for any unpredicted events to help the reception run smoothly
- Access to wedding emergency kit

We have a pricing program that is determined on the amount of hours required. Please reach out to Ginette to have a conversation, and determine your needs.