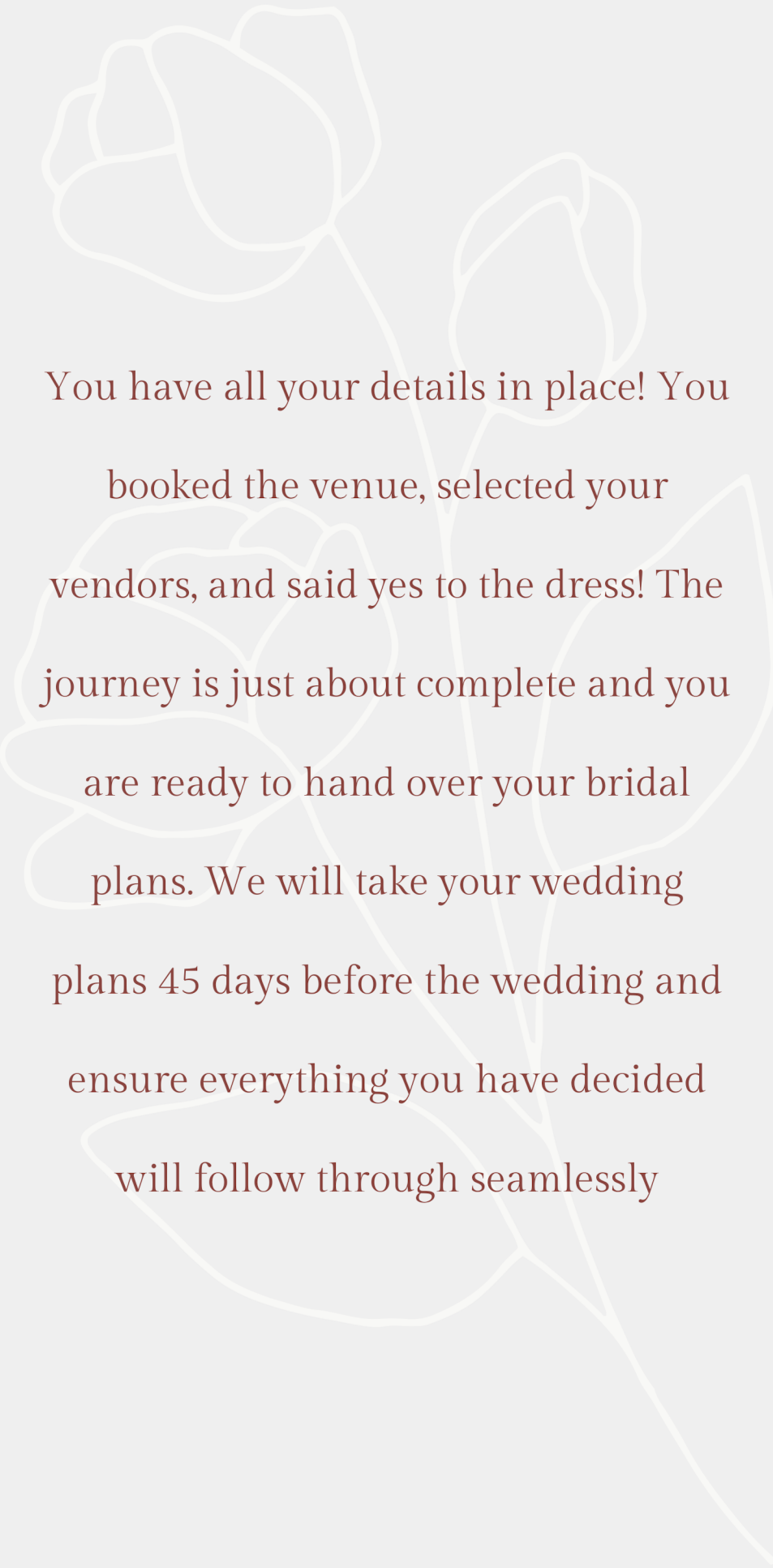


COALESCE CREATIONS

# *Coordinated Kisses*

DETAILS ON OUR  
MONTH OF COORDINATION SERVICE



You have all your details in place! You booked the venue, selected your vendors, and said yes to the dress! The journey is just about complete and you are ready to hand over your bridal plans. We will take your wedding plans 45 days before the wedding and ensure everything you have decided will follow through seamlessly

# What we provide

## WHEN WE START

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We start your services 45 days before your wedding. In this initial meeting, we will discuss your wedding vision, receive and review all of your vendors contracts as well as go over all the tasks left to be done. This meeting is approximately 2 hours. You will receive a wedding planning timeline to help keep you on track with things that should be done at this point, as well as the tasks upcoming. This will enable you to see what steps you may have forgotten or not been aware of.

## WORKING WITH VENDORS

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In order to ensure your wedding runs as planned, we communicate with all selected vendors prior to your wedding date. We discuss their responsibilities, inquire about their specific needs, and handle all remaining communications.

We have found that creating specific timelines for each individual vendor, eliminates the confusion of which timeline items are for them and having to carry around pages and pages of paper. We email each vendor a timeline with only the information pertinent to them

## ORGANIZATION

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Planning a wedding involves many decisions and details, There are many tasks, logistics, and moving pieces that go into fully executing a beautiful and meaningful wedding. Therefore we provide you with a client portal for you to access a planning timeline, upload all of your vendors contracts, and keep everything in one central location. This portal will also allow you to communicate with us once your services begin.



## PRE-WEDDING ACTIVITIES

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When we hit the 40-day point, there will be many small details. We will be there to help you know about them, how to handle them, and make sure you do not forget, Example getting your Marriage license, all your attire accessories, personal items you need for wedding day and even remembering the rings!

A wedding day timeline will be drafted at this time. Once you review and approve the timeline, we will then send it to the vendor team to make sure they are aware of the plans and if they have any needed changes/adjustments/requests. A final timeline will be completed by the 3rd-week mark before your wedding day. Each venue and vendor will receive their own individualized timeline. We have found there is no need for every vendor to have the full timeline. Your DJ does not need to know when you are getting dolled up with hair and makeup. Each vendor will receive a customized timeline specific to their service and their needed knowledge for the day. You as the couple will receive the master timeline as well as our team and your selected venues(s). The wedding party will receive a timeline specific for them as well.

A final details meeting will be held at your venue to finalize the flow, layout, and timeline with your venue. The headcount and all decisions should be known by this point, typically the 30 days - 2-week mark.

The wedding rehearsal will be coordinated by us. We will work in accordance with the time and date your venue provides for the rehearsal.

## WEDDING DAY ACTIVITIES

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01

Staff will arrive at the 'open door' time to ensure we are available for the first vendors to arrive

02

Venue will be inspected to ensure table layout and staff is doing their responsibilities

03

Our Staff will setup brides personal items such as photos, wedding signage, seating chart, guestbook

04

Supervise Vendor arrivals, confirm timeline details and ensure their needs are met

05

Execute timeline for ceremony and reception (dinner, first dance, special dances, cake cutting etc)

06

Collect any remaining vendor payments/tips and distribute to specific vendors

07

Manage guest arrival and direct to guestbook sign-in, the ceremony, the cocktail hour and the reception

08

Conduct mini wedding run through with bridal party, officiants and the DJ to ensure confirmation of details

09

Gifts will be transferred to a dedicated persons car at the end of the night.

10

There will be an Emergency Kit available for Bride, Groom and Bridal Party in the Bridal Room.

## END OF WEDDING DAY ACTIVITIES

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Coalesce Creations staff will work with the catering company or serving staff, informing them of their responsibility to buss all of the table(s), as well as clean the kitchen or prep area(s). A venue staff member will be asked to verify the space is good to go.

As guests decide to leave, if you have wedding favors, we will be sure they receive them. If they are still needing to drop off their wedding gift for you, we will add it to the gift table area or give to the designated person.

At the conclusion of each vendor(s) service, we shall confirm they have collected all of their belongings, and the service area is left clean as required by venue policies in an attempt to ensure clients receive their security deposit back.

If you have a special exit planned, our staff will schedule the conducting of the exit in an attempt to ensure all guests leave the property at the designated end of event time.

Staff will ensure your personal wedding items (guestbook, cake topper, toasting glasses, etc.) are returned to you by placing them in the designated person's vehicle. This does not include packing your personal belongings (clothes, shoes, bags in the bridal room, this is the responsibility of your bridal party).

## MEETINGS AND COMMUNICATION

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As mentioned previously, we will meet with you in the beginning 45 days prior to your wedding date. A walkthrough will also be scheduled approximately 30 days before the wedding date to go over all the details your venue will need to confirm. This meeting is typically 1-1.5 hrs. Two weeks before your wedding will be the final meeting to discuss any last-minute changes, confirming all details and making whatever needed adjustments. With this service package, you do have unlimited time to call, chat on messenger, and email in the portal within your 45 service days.

## KEY FACTS TO KNOW

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Communication is important to us. This is why we provide you with a dedicated client portal you can access at any time. The more communication in the portal (instead of text messages and social media channels) the better as this ensures everyone is aware of the same information. We are here to build a close working relationship with you so that we can attempt to ensure to make the same decisions you would.

# Price & Payment

## COORDINATED KISSES

Based on the service details outlined in our Service Package above, your service total is = **\$1,370**

Guest counts over 200 guests will require additional Assistant Coordinators at \$225 per additional coordinator.

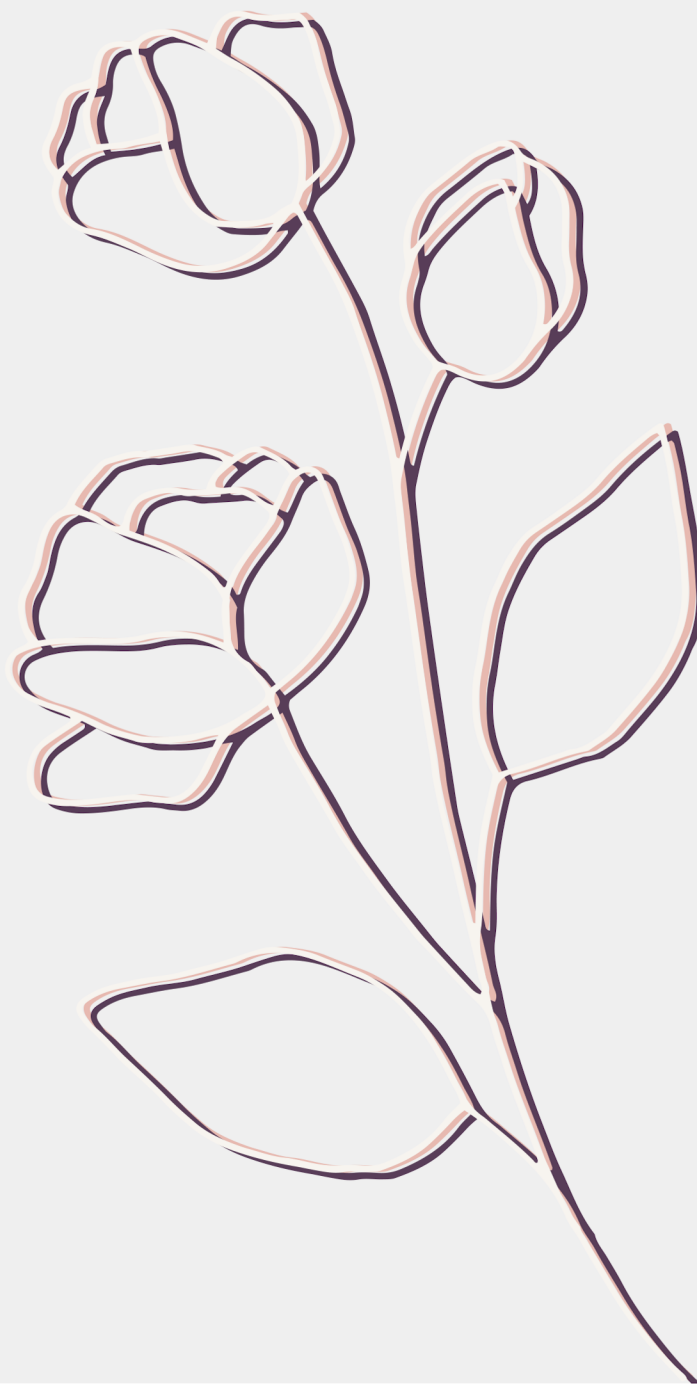
## PAYMENT ARRANGEMENT

For our services, we require a 25% upfront non-refundable retainer fee to secure the date. The remaining balance will be divided into 3 installments during your planning time frame.

## READY TO BOOK?

Send us an email to:  
[weddings@coalescecreations.com](mailto:weddings@coalescecreations.com)

We can't wait to start coordinating your special day!



# Payment Options

We offer three options to allow payments to be more flexible and convenient.

- Check / Cashiers Check - Checks must be received within 3 days from contract signing. Please write checks to:

Coalesce Creations  
4261 E University Dr  
Suite 30156  
Prosper, TX 75072

- Zelle- Please send to [weddings@coalescecreations.com](mailto:weddings@coalescecreations.com)

- Credit Card - You may pay using your credit card by requesting an invoice to be sent to you. There is a processing fee with this payment option of 3%.

