

THE WILD OAK

Day of Coordinating /
In house Service Coordinating Team



welcome



WE ARE LOOKING FORWARD TO WORKING WITH YOU

Our services are designed to make your wedding day stress free. We pride ourselves on being totally transparent, no hidden costs. We are here to support you and give you the freedom to create your beautiful event. We want to cater to your budget, your vendors, your time, and your dreams so that you can have the best. The couple can choose to work together with our in house services team to create a wedding da that is unique to you.

The Wild Oak Venue

In House Service Coordinator

Free with in house services

Our service coordinating team is there to assist you with any in house services you are wanting from The Wild Oak. Any in house services you get through us we will set up and clean up these items. Some of these services will be planned in person at the venue and some will be over a phone call. We will maintain on-going email communication for any questions you may have.

Any outside vendors you are wanting, you will be responsible for coordinating and communicating with your third party vendors.

- In house services that include the service coordinating team
 - floral
 - decor / graphic design
 - bartending
 - other small eats and drink packages
- Table layout plan design
- Exclusive catering list to choose from as well as preferred third party vendor recommendations.
- Meetings with a member of our service coordinating team either in person or over the phone depending on service
- Detailed timeline and event day notes
- We will set up and clean up any in house services that you purchase

Day of Coordinating Team

FLAT FEE OF \$1,000

Our day of coordinating team is a great option if you are wanting extra help executing your wedding day event. The roles of our day of coordinating team include overseeing vendors (in house and third party vendors), managing the timeline, and overcoming any last-minute challenges that arise during the festivities. Our team will take you through a final walkthrough before your event to ensure everything is going to plan.

- Venue Consultation via phone call
- Table layout plan design
- In house vendor and third party vendor recommendations
- Help with timeline management
- Ongoing communication with consultant via phone or email for any questions
- Ceremony rehearsal day of
- Final walkthrough
- Complete event day of coordination including:
management of timeline and vendors, set up of event and decorating, event execution and take down.







SHOW UP ON YOUR WEDDING DAY AND JUST RELAX.
LEAVE THE SETTING UP AND HARD WORK TO OUR
COORDINATING TEAM



"The Wild Oak made it SO easy to create my dream wedding with their all inclusive packages! All I had to do was sit down with with one of the team members and select the package that worked for me and my budget. Immediately I had the most beautiful venue and amazing wedding planner! Everything was so easy and so clearly laid out, I could not have created my dream wedding without The Wild Oak Team!! Forever grateful!"

