



THE WILD OAK

Day of Coordinating
& In house service coordinator



Our services are designed to make your wedding day seamless and stress-free. We believe in complete transparency—no hidden fees, just reliable support. Our goal is to give you the freedom to bring your vision to life while accommodating your budget, vendors, schedule, and dreams. You have the option to collaborate with our in-house services team to create a wedding day that is uniquely yours.

In House Service Coordination

Included with the purchase of our in-house services

Our service coordinating team is here to assist you with any in-house services you choose from The Wild Oak. We handle the complete setup and cleanup for all in-house services booked through us. Planning for these services may involve in-person meetings at the venue or phone consultations, depending on your needs. We'll also keep in touch through ongoing email communication to answer any questions you may have.

For any outside vendors, you will be responsible for coordinating and communicating directly with them.

In-House Services Included Set up Support:

- Florals
- Decor and graphic design
- Bartending services
- Small bites and drink packages

Day of Coordinating Team

\$1,000 flat fee for day of coordination

Our day-of coordination team is the perfect choice if you're looking for extra support to ensure your wedding day runs smoothly. Our team oversees both in-house and third-party vendor services, manages the event timeline, and handles any last-minute issues that may arise.

To ensure everything is perfectly organized, we will also guide you through a final walkthrough before your big day.

INCLUSIONS

- Recommendations for in-house and third-party vendors
- Coordination of ceremony rehearsal on the day of the event
- Final walkthrough before the event
- Event floor plan & Timeline development
- Full day-of event coordination, including:
 - *Timeline and vendor management*
 - *Event setup and decoration*
 - *Event execution and teardown*
 - *Venue consultations by phone*
 - *Continuous communication with your coordinator via phone or email for any questions*
 - *Assistance with timeline planning and management*

Day of Coordinating Team Service

How to book

If you're interested in our day-of coordination service, we'll begin with a consultation call. You can schedule this at your convenience through our website. During the call, we'll answer any questions you have about the day-of coordination service and, if you decide to move forward, we'll proceed with booking the service.

Next Steps

After booking the service, we will begin coordinating any in-house services you wish to include. We will then arrange the necessary meetings for each service you're interested in.

As part of the day-of coordination package, you will book scheduled calls to discuss the event timeline, floor plan, and third-party vendors. These calls will be booked via our website at your convenience.

Once details are finalized

Once the details for your big day are finalized, we'll schedule a final walkthrough 3-5 weeks prior to the event. This walkthrough will be a call with a member of our planning team to review all the details, including the timeline, third-party vendor information, floor plan, event execution, and more.

The big day

On your big day, you'll meet your coordinating team in the morning, with a dedicated day-of coordinator there to assist with the ceremony rehearsal. Our coordinator will manage the timeline, help coordinate photos with the photographer, ensure everything is set up and ready to go, oversee third-party vendors, direct guests on where to go and when, handle any issues that arise, and manage the event teardown and cleanup.



PICK A SEAT
NOT A SIDE

WE'RE ALL FAMILY ONCE
THE KNOT IS TIED

UNPLUGGED
CEREMONY

WE INVITE YOU TO BE FULLY PRESENT
DURING OUR CEREMONY

PLEASE TURN OFF ALL PHONES
AND CAMERAS AND ENJOY
THIS MOMENT WITH US

thank you

DANIELLE & TANNER