



### **Day-of Coordination Event Services**

*The Day-of Coordination option is for those who would like to design, plan & choose their own wedding vendors, but need professional assistance in having it all come together cohesively on their wedding day .*

*Service starts approximately 40 days maximum/, 30 days minimum from scheduled event date.*

### **Loulu Palm Day-of Coordination Services include the following:**

- *Initial consultation meeting with client – ( upon booking services for DoC or modified Planning)  
Preliminary vendor recommendations based on budget and style  
(via phone or in-person or via questionnaire by email exchange 2.5 hours)  
\* Vendor contract review and coordination from start of service.*

*\*Takes over as sole point of contact for all vendors from start of service no later than 4 weeks out.*

*\*Develops wedding day timeline, formal or non-formal reception program,  
distributes to vendors including payments and gratuities.*

*\*Develops Layout inclusive of all event equipment & vendor placement*

*\* Contacts and communicates with all vendors to confirm and finalize logistics of  
wedding day, final arrangements and confirmations.*

*\* Attend and Oversee Wedding Rehearsal – 1 hour*

*\* On-site wedding day coordination (11am to 11pm for full day retreat only  
otherwise specified hourly for hourly events)*

*\*Emergency Wedding Day Kit on hand.*

*\* Arrives on site with first vendor, directs and assist with set up,  
ensures day runs smoothly and on-time in accordance with contracts and*

*timeline, directs and assists with reception and wrap up, break down and departure of guests and vendors in  
compliance with the venue contract or property use agreement. Last vendor to leave venue.*

*\*10% Discount on all Loulu Palm Weddings Equipment Rentals(\* required exclusive equipment vendor for  
Loulu Palm Farm)*

*40Days Prior to Event Date – \$3800.00 to 7800.00\* approximate range depending on guest count and specific  
planning needs– please call or email us for a personalized quote based on your guest count and wedding  
design so we can bring your vision to life!*

*\*For weddings over 50 guests and /or separate locations for ceremony and reception an  
associate coordinator is required for onsite assistance . An additional \$300 added to coordination cost for every 50 guests added for an assistant staff.  
3.5% cc fee added for all card transactions/payments*