



Day-of Coordination Planning Options & Rates

The Day-of-Coordination option is for those who would like to design, plan & choose their own wedding vendors, but need professional guidance & assistance for all details to come together cohesively on their wedding day, & ensure seamless execution and clear communication & direction with your chosen vendor team.

Service starts approximately 60 days maximum / 30 days minimum from scheduled event date.

*All vendors must be booked with a signed contract and paid deposit by the start of the D.o.C planning project

Loulu Palm Day-of Coordination Planner Services include the following:

- Initial consultation phone or google meeting with client – (*upon booking services planning services) for D.o.C or modified Planning) Initial budget overview & actionable goal setting to keep planning on track.
 - Personalized vendor recommendations based on budget and overall design goals
 - Unlimited email to nickiloulu@gmail.com until the planning project starts; to answer any venue, vendor or equipment related questions you may have throughout the planning process.
 - 1hour review meeting once planning project has begun Unlimited communication (via phone, text, or email exchange – correspondence & responses within designated business hours)
 - Customized planning materials (checklists, templets, recommendations, & questionnaire)
- * Vendor contract review and coordination from start of planning project. Takes over as first point of contact for all vendors from start of planning project/ Typically 6 weeks before the event date. Assists with finalization of rental equipment order to ensure all event and vendor needs are met.
- *Develops comprehensive wedding day timeline, formal or non-formal reception program, distributes to all vendors 2 weeks from the event date. Manages timeline& vendors on event date.
- *Develops Layout inclusive of all event equipment & vendor placement, distributes to client(s)& vendors.
- * Assists with design development of overall event aesthetic – Design board available upon request.
- * Attend and Oversee Wedding Rehearsal – 1 hour practice walkthrough (*onsite or offsite options available)
 - * On-site wedding day coordination (11am to 11pm for full day retreat only/ otherwise specified hourly time frame for hourly events)
 - * “Wedding Day Emergency Kit” on hand.

***10% Discount on all Loulu Palm Weddings Equipment Rentals, & any associated LPW set/up- breakdown fees. (*Loulu Palm Weddings is the required & exclusive equipment vendor for Loulu Palm Farm)**

Please note: LPW DoC does not handle the roles of other vendors (e.g. , vendor equipment set up or breakdown, catering or bartending bussing, trash clean up, or floral installation or breakdown, transportation of items or guests) Additional services outside of the quoted planning will incur an additional staff service fee & or forfeit client’s security deposit)

D.o.C Planning Project :42 Days Prior to Event Date – starting from \$3600.00 to 5200.00

10 hour Petite Retreat D.o.C planning starting from \$2800 for up to 35 maximum guests 30 days before the event date

Modified Day of Coordination Only w/Jr D.o.C [To include 1 hr. rehearsal, 12 hour coverage on Event date, Event timeline, layout, vendor management through event end) starts at \$1950 from mini-retreat/ & up to 50 guests – planning project starts 3 weeks before the event date

{Modified Full & Full Planning Quotes also available y request: starting at \$5200-\$7800+10% commission on all participating vendor contracts}Typically starts 6 to 12 months before the event date.

**For weddings over 50 guests and /or separate locations for ceremony and reception, or extensive table décor set and breakdown an associate coordinator is required for onsite assistance. An additional \$375 will be added to base DoC services for each associate/asst DoC member needed. 3.5% cc fee added for all card transactions/payments*