



# Day of Coordinator

ELISA VICTA

*Event & Wedding Coordinator*

[evicta@bellacollinagolf.com](mailto:evicta@bellacollinagolf.com)

Office: (949) 498-6604 | Direct: (949) 333-4835

## WHAT WE DO

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*On your wedding day, the main role of a Day-Of Coordinator is to ensure that your wedding plans are carried out smoothly and to discretely handle any problems that may arise. They are the liaison with the venue, catering manager, decorators, florist, entertainment, photographer and family. They pull the pieces of the puzzle together.*

*With a capable Day-Of Coordinator watching over the details of the day, you can enjoy all the special moments with your family and friends without stressing. Not only should you want to relax on your wedding day, those closest to you should as well! Entrust your special day to a wedding professional with the experience and flexibility to handle any last-minute changes that may come up, so you can enjoy your celebration!*



## DO YOU NEED A COORDINATOR?

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*This is one of the most common questions we receive in the planning process. Nowadays, with Pinterest, wedding blogs, and DIY books readily available, more and more couples are opting to plan their own wedding. While there is nothing wrong with this, one thing is for sure – you cannot be the coordinator on your own wedding day.*

### ***What is included when booking a wedding at Bella Collina?***

Bella Collina will have an on-site Venue Coordinator that will be present the day of your wedding in addition to our service staff, however, this is not the same as a Day-Of Coordinator:

### ***What is the difference?***

- ♥ *The Venue Coordinator is there on behalf of the venue to make sure that what Bella Collina is providing is carried out accordingly (i.e. tables, chairs, food and beverage)*
- ♥ *A Day-Of Coordinator is there on behalf of you – to make sure everything you planned (décor, set up, florals, all vendors, timeline, etc) is executed.*

A Day of Coordinator acts as the main point of the contact for you, your family, guests and vendors to answer any questions and handle any requests. Although Bella Collina would be happy to assist in any questions that arise, a Day of Coordinator will be the one that has information beyond the venue set up.

## BENEFITS OF AN IN-HOUSE COORDINATOR

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- *Works full-time solely for Bella Collina as Event & Wedding Coordinator (knows the in's and out's of Bella Collina; menu, logistics, clubhouse, and property)*
- *Has direct access to all departments (Catering, Food & Beverage, Service, and Golf – meaning more pull, no middle man, and quicker actions for a smooth event)*
- *Certified Event & Wedding Planner*

# EXPECTATIONS

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***The following is an outline of some of the tasks your Bella Collina Day of Coordinator will handle leading up to and on the day of your wedding:***

**1 Month Prior** *(Available for any questions or suggestions through entire wedding planning process!)*

- Meet with Bride and Groom to collect and review all logistics and details planned for the wedding day including set up, floorplan, décor, menu, final guest and meal counts, and arrangements made with all vendors to finalize Banquet Event Order, Floorplan, and Wedding Day Timeline.
  - Confirm with all vendors arrival times and make sure they are aware of the day's timeline
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## **Rehearsal**

- Run's and coordinates wedding rehearsal and helps choreograph processional and recessional
  - Walk through of all Bride & Groom décor used on wedding day
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## **Pre-Ceremony & Reception**

- Facilitate on-time arrival of all vendors and instruct them as to where to set up
  - Set up any décor provided by the Bride and Groom – escort cards, guest book, cake cutting utensils, champagne flutes, table numbers, menu cards, favors, etc.
  - Look over set up to confirm all locations are set up properly
  - Make sure the Bridal Party is dressed and ready on time & communicate any last-minute details
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## **Ceremony**

- Line up and guide the bridal party for their entrances down the aisle
  - Coordinate with the officiant and musician to determine cues that will begin the processional
  - Transport items from the Ceremony location to the Reception venue and store any items not needed
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## **Reception**

- Encourage guests to take their seats at the appropriate time and help guests locate their escort cards
- Coordinate Grand Entrance of Bridal Party into reception
- Cue band/DJ, photographer, videographer and immediate family members of the Bride and Groom when important events take place at reception (i.e. first dance, toasts, dances, cake cutting)
- Ensure proper flow of food, drinks, and catering schedule to ensure guests timely service
- Manages complete timeline of the wedding and remains easily accessible through the entire event in case there are any details the Bride & Groom would like attended to
- Collect gifts and personal décor items at end of the night for easy pickup the night of or next day
- Coordinate Reception send-off

# PRICING

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## **CEREMONY + RECEPTION AT BELLA COLLINA**

### ♥ **PACKAGE #1: Ceremony + Reception**

**Perfect for those who don't want to worry about a thing on their wedding day! From set up to tear down, we have it covered! Sit back and relax and enjoy your wedding day!**

*Overview: Begin Coordination Meetings 1 Month Prior to Wedding Day, 1 Hour Wedding Rehearsal, Receive All Vendors Day Of, Set Up of All Bride & Groom Décor, Coordination of Ceremony Processional & Recessional, Coordination of Grand Entrance, Coordination of Timeline through Entire Event, Point of Contact for All Vendors on Wedding Day, Pack Up All Décor at End of Evening for Bride & Groom. Includes Lead Coordinator + Assistant(s) based on guest count.*

### ♥ **PACKAGE #2: Ceremony + Reception (through dinner only)**

**The package for those who need help getting their party started! Includes set up, coordination of your ceremony, and coordination of your timeline through dinner service. Leave it to your Band/DJ/MC to take over the timeline after dinner to kick off the party!**

*Overview: Begin Coordination Meetings 1 Month Prior to Wedding Day, 1 Hour Wedding Rehearsal, Receive All Vendors Day Of, Set Up of All Bride & Groom Décor, Coordination of Ceremony Processional & Recessional, Coordination of Grand Entrance, Coordination of Timeline through Dinner Service, Point of Contact for All Vendors on Wedding Day. Includes Lead Coordinator + Assistant(s) based on guest count. \*Does Not Include: Coordination of Timeline through entire reception (DJ/MC to run remainder of timeline after dinner service), Décor pack up.*

## **CEREMONY OFF-SITE + RECEPTION AT BELLA COLLINA**

### ♥ **PACKAGE #3: Reception Only**

**Getting married off-site and don't want to worry about your reception? Leave it to us to set up your reception, be your point of contact and run your reception timeline from start to finish!**

*Overview: Begin Coordination Meetings 1 Month Prior to Wedding Day, Receive All Vendors Day Of, Set Up of All Bride & Groom Décor, Coordination of Grand Entrance, Coordination of Timeline through Entire Event, Point of Contact for All Vendors on Wedding Day, Pack Up All Décor at End of Evening for Bride & Groom. Includes Lead Coordinator + Assistant(s) based on guest count. \*Does not include: Ceremony Coordination*

### ♥ **PACKAGE #4: Reception Only (through dinner only)**

**Need help making sure your reception is all set while you're getting married off site? We will set up your reception, be there for your vendors, and let your Band/DJ/MC take over to kick off the party!**

*Overview: Begin Coordination Meetings 1 Month Prior to Wedding Day, Receive All Vendors Day Of, Set Up of All Bride & Groom Décor, Coordination of Ceremony Processional & Recessional, Coordination of Grand Entrance, Coordination of Timeline through Dinner Service, Point of Contact for All Vendors on Wedding Day. Includes Lead Coordinator + up to 2 assistants based on guest count. \*Does Not Include: Ceremony Coordination, Coordination of Timeline through entire reception (DJ/MC to run remainder of timeline after dinner service), Décor pack up.*

**FOR PRICING AND ANY QUESTIONS, PLEASE CONTACT ELISA AT  
EVICTA@BELLACOLLINAGOLF.COM**