

Krafted with Simplicity - On the Day/Month of Wedding Coordination

Services begin 30 Days Before the Wedding Day

Email and Phone Support

Starting at 30 days prior to the wedding, your *Krafted Planner/s* will become available to answer wedding related questions through phone and email during regular business hours. Your wedding planner will provide business hours to you at the time of booking. You can expect a response from your planner within 48 hours during the workweek.

Final Walk-Through Meeting

We will work with you and your reception venue to schedule and attend the final walk-through meeting. This meeting takes place at your reception venue to finalize the wedding day schedule, setup details, logistics, and layout of the reception space. This meeting typically takes place 10-15 days prior to the wedding day and can be up to two (2) hours in length.

Finalize the Wedding Day Schedule

After the final walk-through meeting, we will finalize the wedding day schedule with you, your venue(s), and the vendor team, then distribute the schedule to the event professionals who are involved in the wedding day.

Final Vendor Confirmations

During the week prior to the wedding, we will confirm timing and logistical details with each event professional you have booked. This includes communicating load-in and load-out instructions, delivery and breakdown down times, and set-up logistics for the wedding day.



Texting Support

Starting 3 days prior to your wedding, your *Krafted Planner/s* will become available for questions via text as well as through phone and email between the hours of 9am-8pm. Your planner will respond as soon as possible to text messages during this time.

Wedding Rehearsal Coordination

We will attend your wedding rehearsal and work to rehearse the processional, ceremony outline, and recessional. *Note that your Officiant does not necessarily needs to be present, their presence may be subject to additional chargers.* We will review the wedding day arrival time and locations with the bridal party. The rehearsal coordination includes up to one hour of time for your *Krafted Planner/s* to coordinate the ceremony rehearsal. Before scheduling the rehearsal time with your ceremony location, it is required that you confirm availability of your us.

Distribution of Final Payments

If you wish to have your wedding planner distribute final payments and gratuities to your wedding vendors on the wedding day, these can be given to your *Krafted Planner/s* in sealed and labeled envelopes.

Collection of Small Decor Items

If your wedding venue does not have storage capability, you may deliver up to 4 medium size boxes of items to your *Krafted Planner/s* during this time frame. A medium size box is no larger than 2' x 3' in size. The wedding planner will bring these items to the wedding on the wedding day. These items may include favors, escort and place cards, seating chart, menu cards, table numbers, wedding programs, guest book, card box or basket, toasting flutes, cake serving set, signage, and small decor items. If you have additional decor items beyond this, your *Krafted Planner/s* may be able to accommodate your needs with additional assistants, added planning hours, or added services.



Services provided on the Wedding Day

On-Site Time

Your *Krafted Planner* and assistant(s) will be on-site for up to ten (10) hours on the day of the wedding. The planner's arrival and departure times are listed in the wedding day schedule and are determined by the us. Throughout the day, we will use the wedding day schedule to manage the timing and events of the day for you, your guests, and the vendor team.

Client Concierge

We will check-in with you and your fiancé throughout the wedding day to ensure your needs are met, questions are answered, and the day is happening according to your desires.

Set-up Supervision

We will supervise ceremony and reception load-in and setup with your vendor team. We will setup small decor items and details including wedding favors, ceremony candles, wedding programs, guest book, toasting flutes, cake serving set, guest favors, card box, place cards, escort cards, table names or numbers, menu cards, and seating charts.

Coordinate the Ceremony

We will assist with line-up of the wedding processional, including grandparents, parents, and the bridal party. We will cue the ceremony musicians if needed and direct the individuals involved in the ceremony processional. After the ceremony, we will move small decor items to the reception location if needed.

Coordinate the Reception

During the reception, we will work closely with the venue, catering team, DJ or band, and the photo and video professionals to ensure accuracy of upcoming events, announcements to be made, and smooth transitions for you and your guests throughout the reception event. This includes coordination of the grand entrance, first dance, parent dances, toasts, cake cutting, bouquet and garter toss, last dance, grand exit, and any other events that are scheduled to take place.



Vendor Team Lead

We will be the point of contact for your team of wedding professionals on the day of the wedding. Using the wedding day schedule, we will work with your event professionals to answer questions and use our best efforts to stay on schedule throughout the day of the wedding. We will also work with the catering staff and vendor team to coordinate vendor meals and breaks if needed.

Guest Assistance

We will assist guests with questions that arise throughout the day. Along with the catering or venue staff, we will graciously direct guests from the ceremony to the cocktail hour location and then to the reception location if needed.

Guest Transportation Assistance

We will assist with coordinating timing and communication of details for guest shuttles and wedding party transportation on the day of the event. Your *Krafted Planner/s* will use phone calls and text messaging to manage communication with transportation vendors who are not at the same location. If you require a *Krafted Planner* or assistant to be on-site at another location to manage transportation, we may be able to accommodate your needs with additional assistants, added planning hours, or added services.

Clean-up Supervision

We will oversee reception clean up including collection of personal items such as the guest book, toasting flutes, cake serving set, and extra stationery items. We will work with your designated person to put wedding gifts and personal items into their car or other on-site location at the end of the reception. Transportation of wedding gifts is not included under the package.

Emergency Kit

We have a wedding day emergency kit that will be on-site for the wedding day. This kit includes a variety of items such as bandages, safety pins, hair spray, wet wipes, scissors, tape, mints, a sewing kit, and many other items to fix emergencies or necessities that may happen on the wedding day.

Additional Clean-up

Centerpiece breakdown, installation/removal of chairs, tables, linens, decor props, florals and trash removal are included under the terms and condition of the Krafted Décor Rental Agreement and are not considered here.



Additional Services

Guest Welcome Bags

Make your guests feel honored and welcome by gifting them a welcome bag when they arrive at their hotel. Guest welcome bags can be simple with a few snacks, a local map, and a bottle of water, or they can be more upscale with personalized canvas bags that include wine, beer, gourmet treats, and a gift for the guest.

We would love to help procure the packaging and contents for your guest welcome bags. We can also deliver the bags to the local hotel/ locations where guests are staying

The planning hours included in this service can only be used for planning of the wedding and cannot be used to plan other events. These planning hours may not be used for your planner to be on-site for additional hours on the day of the rehearsal, on the wedding day, or for any work after the wedding date.

"That moment when elegance and charm meets sophisticated designs" ... "and dreams are transformed into amazing realities"

Your Krafted Wedding Fairy

