

CEREMONY OR RECEPTION COORDINATION PACKAGE

Design a memorable experience for you !

EVENTS BY 7ELEMENTS

Looking for dedicated support for just the ceremony or reception? Our Ceremony or Reception Coordination package is crafted to ensure everything runs smoothly for the main event.

Pre-Event Preparation

- **Continuous Communication:** Stay connected with us via email, text, or phone throughout the week leading up to your event.
- **Custom Timeline & Program:** We'll craft a detailed timeline and event program to keep every moment on schedule.
- **Vendor Coordination:** Last-minute guest count updates and logistical coordination for all vendors.

Vendor Selection & Guidance

- **Exclusive Vendor Recommendations:** Access to our preferred vendor options tailored to your specific needs.
- **Comprehensive Timeline Coordination:** Seamless integration of each vendor's role in the event flow, including precise placement and timing.

Day-of Coordination

- **Up to 6 Hours of Full Coordination:** A professional coordinator dedicated to ensuring every aspect is executed flawlessly.
- **Complete Setup & Decor Finalization:** Supervision of decor, floral arrangements, and welcome area setup.
- **Guest Seating & Floor Plan Management:** Assistance with guest seating and floor plan layout for optimal flow and comfort.

- **Personalized Guest Attention:** Attentive support for special needs, making sure everyone feels comfortable and included.
- **Real-Time Timeline Management:** Close adherence to your event schedule, keeping vendors and guests in sync.
- **Lighting & Sound Supervision:** Ensuring the right ambiance with well-managed lighting and sound systems.
- **Vendor Management:** Placement oversight, final payment coordination, and smooth exit planning for all vendors.
- **Gift & Card Safekeeping:** Secure handling of gifts and cards with a safe handover to you.
- **Grand Exit & Event Wrap-Up:** Coordination of your big exit and assistance with clean-up and breakdown.

Enjoy Every Moment Without the Stress

This package is perfect for couples seeking peace of mind and meticulous attention to details on the big day, so you can focus on celebrating!