



SIMPLY STYLE CO.

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ON THE DAY COORDINATION



ON THE DAY COORDINATION

Our on-the-day coordination service is designed for couples who have planned their wedding however need a reliable, organised and professional team to ensure everything comes together seamlessly. With a sharp eye for detail and strong logistical expertise, we will ensure your day runs smoothly and stress-free.

ON-THE-DAY COORDINATION INCLUSIONS

- **Unlimited Email Correspondence:** Consolidated and unlimited email communication starting from our handover meeting, typically held 6–8 weeks prior to your wedding.
- **Vendor Coordination:** Establishing connections and liaising with all vendors leading up to your wedding day to confirm key details and timelines.
- **Rehearsal Management:** Organising and leading a rehearsal with the bridal party the day before your wedding.
- **On-the-Day Support:** Acting as the primary point of contact to ensure a stress-free experience.
- **Issue Management:** Troubleshooting weather-related or unexpected challenges throughout the day.
- **Guest Hosting:** Welcoming and hosting guests as they arrive.
- **Emergency Kit:** Providing a comprehensive wedding day emergency kit for any unforeseen needs.
- **Supplier Coordination:** Managing all vendors to ensure they arrive on time and remain on schedule.
- **Ceremony Cues:** Coordinating with the celebrant and musicians to seamlessly cue the bridal party.
- **Item Transfers:** Handling the transfer of ceremony décor and items for repurposing at the reception.
- **Additional Assistance:** Being a reliable extra set of hands for you and your vendors as needed.
- **Photography Support:** Assisting the photographer with organising and directing group and family photos.
- **Detailed Timeline:** Creating an extensive order of events document and distributing it to both the couple and vendors.
- **Coordination:** Providing a coordinator and assistant on-site for up to 8 hours (half-day coordination) or 12 hours (full-day coordination), staying in constant communication via headsets.
- **Reception Timing:** Working closely with the MC to keep the reception on schedule.
- **Time & Schedule Management:** Overseeing all aspects of the day's timeline to ensure everything runs smoothly.
- **Caterer Communication:** Keeping caterers informed about the event timeline to maintain service flow.
- **Event Monitoring:** Supervising key moments, including speeches, cake cutting, and the first dance, to ensure a seamless experience.
- **Music Coordination:** Confirming the correct music is played for all formalities.
- **Problem Solving:** Making quick decisions and resolving any issues to keep the day on track and stress-free.

PACKAGES

HALF DAY VENUE PACKAGE

(Till formalities – guests on the dance floor – Coordinator and assistant onsite up to 8 hours)

\$2250.00

FULL DAY VENUE PACKAGE

(Till the end of your event – Coordinator and assistant onsite up to 12 hours)

\$2750.00

HALF DAY PRIVATE PROPERTY PACKAGE

(Till formalities – guests on the dance floor – Coordinator and assistant onsite up to 8 hours)

\$2750.00

FULL DAY PRIVATE PROPERTY PACKAGE

(Till the end of your event – Coordinator and assistant onsite up to 12 hours)

\$3250.00



ON THE DAY COORDINATION WITH PARTIAL PLANNING

In addition to our on-the-day coordination package we also offer an exclusive partial planning service.

With over 20 years of expertise in the Sunshine Coast wedding industry, we have the relationships and contacts to build your dream team. We will recommend 2-3 reputable suppliers per category who we feel will be a great fit for your wedding. From there, you will have the opportunity to liaise with them directly to obtain quotes and oversee budget management.

ADD \$400.00 To your above planning package



ON THE DAY COORDINATION – NOOSA CEREMONY ONLY

Our ceremony coordination package is perfect for couples who have meticulously planned their wedding, but want to fully immerse in the day without the stress of managing every detail.

This service is perfect for couples who have a venue coordinator for the reception and only require assistance with the ceremony and transfer of guests to reception.

Ceremony Coordination package includes the following services:

- A site meeting at your ceremony location (typically conducted during your rehearsal the day before).
- Dedicated intensive support starting 6–8 weeks before your wedding
- Guidance with a Runsheet supplied by either the venue manager or couple
- Communication with all suppliers in the lead-up to your wedding day
- Oversee the setup of your ceremony space
- Coordinate with your celebrant and ceremony suppliers
- Welcome and seat your guests
- Cue musicians or play the selected music
- Assist the bridal party with their entrance
- Handling the transfer of ceremony décor and items for repurposing at the reception
- Escort your guests to the boat cruise or reception transport.

From there, your dedicated reception coordinator will seamlessly take over to ensure the rest of your day is flawless.

PRICE FOR CEREMONY COORDINATION ONLY \$750.00



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