

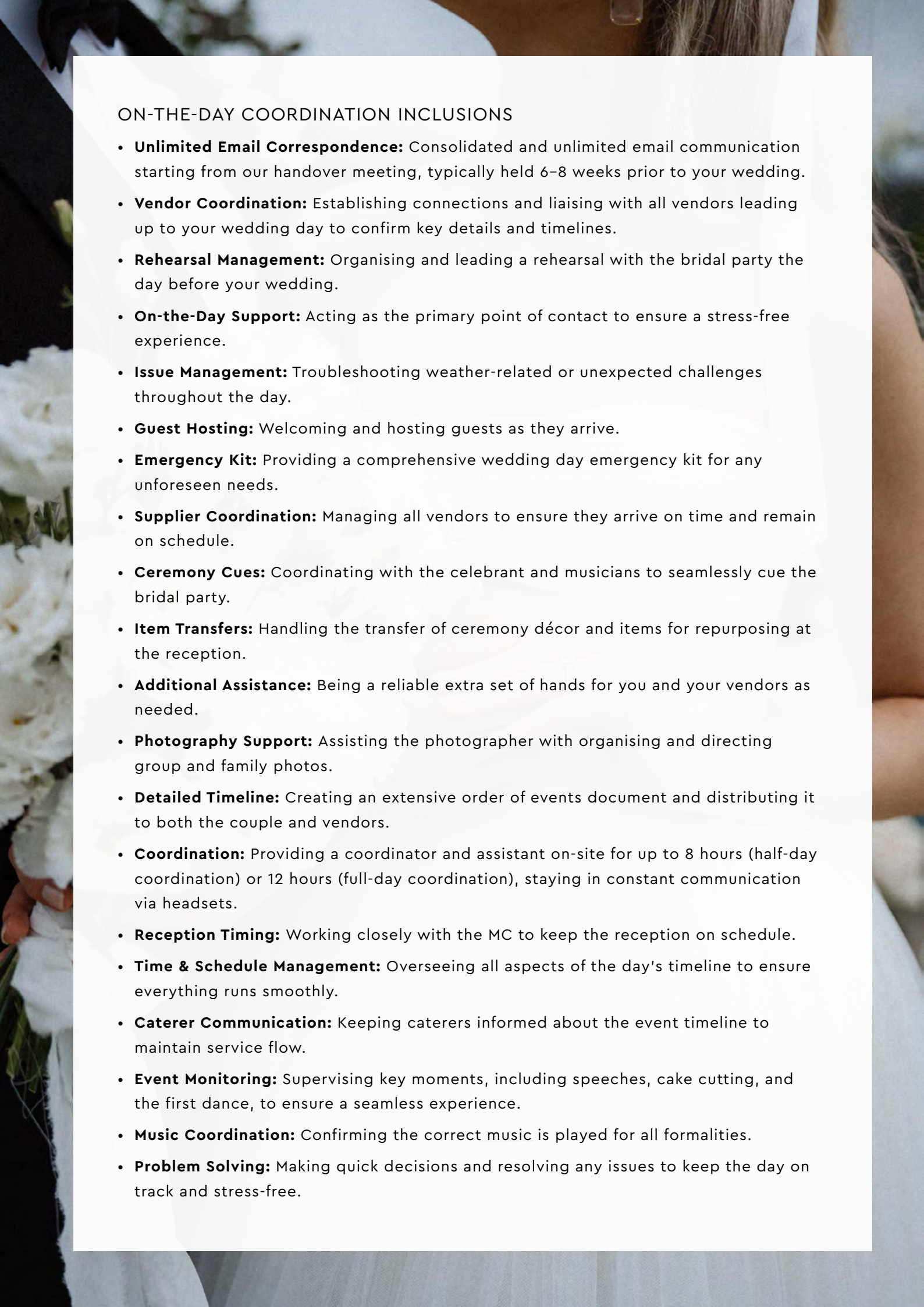
SIMPLY STYLE CO.

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)

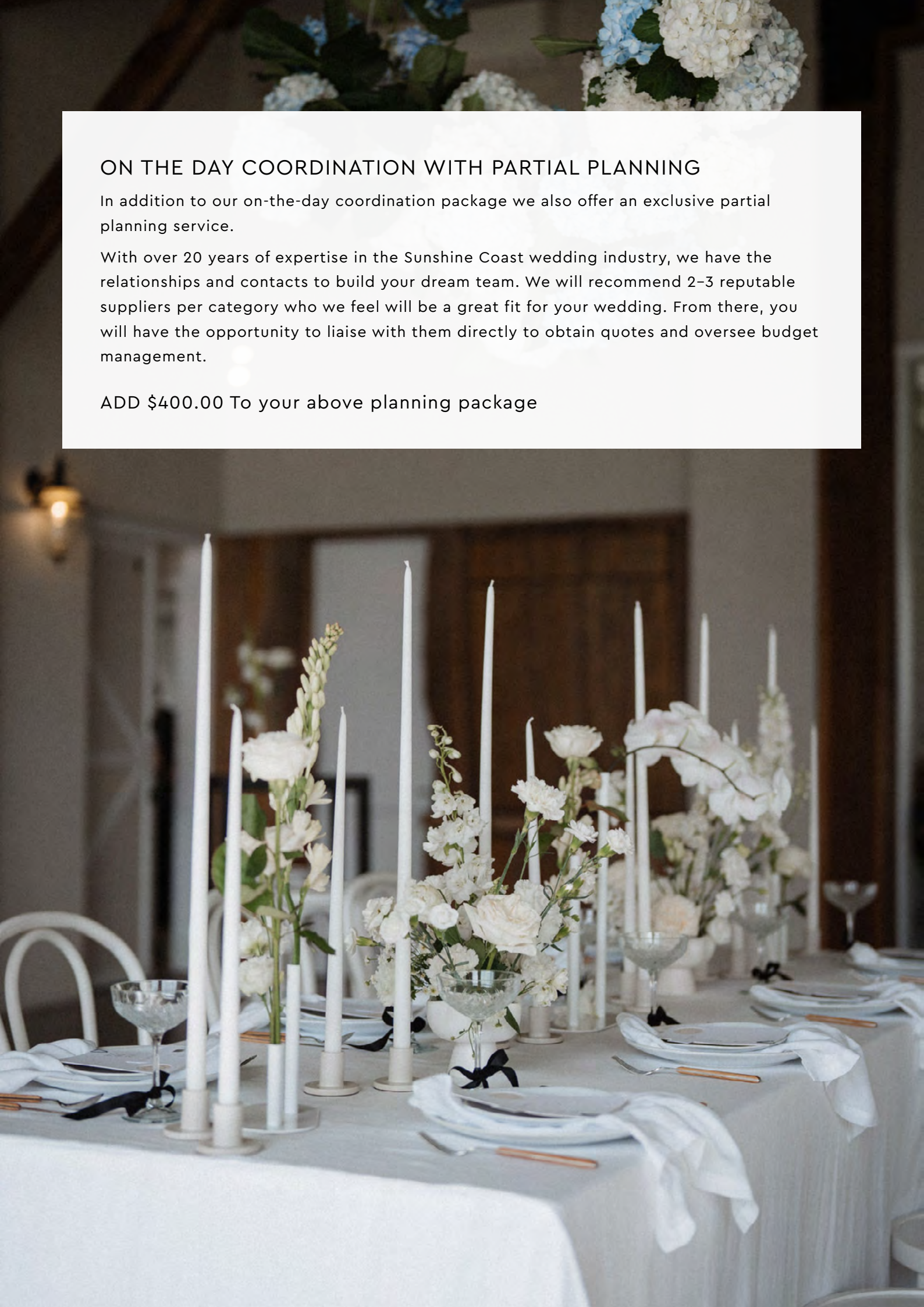
$2750.00

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 ideal for couples who have thoughtfully planned their wedding and have their reception arrangements taken care of, but would love a professional coordinator to manage the ceremony itself.

Designed for couples with a venue or reception coordinator already in place, this service ensures your ceremony runs smoothly, your guests are taken care of and you can relax and enjoy every moment.

What's Included

- Pre-wedding site meeting: A meeting at your ceremony location, typically conducted during your rehearsal the day before.
- Pre-wedding coordination: Confirmation of key ceremony logistics and arrangements in the lead-up to your wedding.
- Runsheet review: Coordination of your ceremony using a runsheet prepared and supplied by the couple or venue.
- Ceremony supplier liaison: Communication with suppliers directly involved in the ceremony to confirm arrival times, setup requirements and key logistics.
- Ceremony setup oversight: Overseeing the setup of your ceremony space in accordance with the agreed arrangements.
- Celebrant coordination: Liaising with your celebrant and ceremony suppliers to ensure everyone is prepared.
- Guest welcome: Welcoming and assisting guests with seating prior to the ceremony.
- Music coordination: Cueing musicians or playing your selected ceremony music.
- Bridal party coordination: Assisting and cueing the bridal party for their entrance and processional.
- Ceremony management: Overseeing the flow of the ceremony and ensuring everything runs to plan.
- Décor transfer: Coordinating the transfer of agreed ceremony décor and items being repurposed at the reception.
- Guest transition: Assisting with the movement of guests to reception transport, including boat transfers where applicable.

Once your ceremony concludes and guests have been transitioned, our role is complete, with your reception coordinator taking over from there.

A little clarification: This package is specifically for on-the-day ceremony coordination. It does not include wedding planning, full wedding timeline creation, reception coordination or ongoing supplier management beyond the ceremony.

CEREMONY COORDINATION ONLY – $950

OPTIONAL ADD-ON: WEDDING DAY TIMELINE & SUPPLIER COORDINATION

For couples who would appreciate additional support in the lead-up to their wedding, we offer an extended coordination service to bring all the moving parts of your day together.

This service provides a comprehensive wedding-day runsheet, covering everything from ceremony timings through to reception formalities and the full order of events.

Inclusions:

- A dedicated planning consultation to discuss your wedding-day arrangements and requirements.
- Preparation of a comprehensive wedding-day runsheet, including ceremony timings, reception schedule and the full order of events.
- Coordination of key timings, logistics and transitions throughout the day.
- Communication and liaison with all wedding suppliers in the lead-up to confirm timings, bump-in requirements and individual responsibilities.
- Distribution of the finalised runsheet to relevant suppliers and key contacts.
- Ongoing updates and one round of revisions to ensure everyone is working from the same schedule.

This service is ideal for couples who have organised their own wedding but would like an experienced professional to bring all the details together and ensure everyone is on the same page.

Please note this is a pre-wedding planning and coordination service and does not include on-the-day reception coordination.

CEREMONY COORDINATION + WEDDING DAY TIMELINE & SUPPLIER COORDINATION – $1,550



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