



Napa Wedding Source

On-the-Day Coordinator / detail
Exclusively for Large Weddings

Two-hour session with the bride to review all event details, timeline, discuss vendors
Follow-up includes a final/professional timeline, vendor contact sheet, delivery schedule

Oversee delivery on florals, wedding cake, lighting, heaters, rentals, food, beverages and decorative elements for ceremony, reception and tabletop

Pick up vendor meals / pack in coolers / deliver beverages and food items to site

Shop for all last minute items: ice, beverages, food items, casual florals, etc.

Check in (by phone and/or email) with all vendors one week prior, day prior and on-the-day
Review timelines, load-in, address any logistical concerns, review placement at site, etc.

Pack / deliver all goods sent by client

(placecards, favors, gifts, wine, cake utensils, champagne flutes, décor items, guest book, etc.)
You are welcome to have items delivered to NWS in advance of your event

Pick up any will-call rentals (tabletop items, linens, etc.)

Must be a local rental vendor within 30 minutes of your venue / call for recommendations

Provide a wedding emergency kit

First aid, lighters, feminine hygiene, sewing kit, scissors, flashlights, umbrellas, dress steamer, car battery starter, air pump, ribbons, votives, cake serving utensils, hair spray, bug spray, basic medicines (ibuprofen, antacids, antihistamines, etc.) and more

Provide cleanup kit

Boxes, bags, plastic containers, etc. for consolidating keepsakes, leftovers, gifts, personal items, at the end of event

Trouble shoot with vendors as needed throughout the wedding day

Provide assistance by phone or in person for guests and bride & groom

Assist anyone who gets lost or is running behind schedule

Oversee set-up and décor installation at the ceremony site

Oversee dismantling of set-up and décor at the ceremony site

Oversee set-up and décor installation at the reception site

Oversee dismantling of set-up and décor at the reception site

Oversee setup of special tables

Welcome table (guest book, momentos, etc.), gift table, hospitality table (waters, light snacks, fans, etc.), cake table, head table

Set up all chairs and greeting/beverage service tables for ceremony

Set up all tables, chairs / lay out table settings for the reception (including catering tables)

Requires 1 assistant for events of 50 and under and 2 assistants for events over 50

Receive all beverage supplies (ice, waters, sodas, tea, etc.) / *delivery required for events of over 25*

Set up beverage stations (client must rent large coolers), if beverage service not provided by caterer

Do pre-event clean-up, tidying at sites as needed / wipe down chairs, sweep debris, etc.

We provide cleaning supplies, brooms, ladder, garbage bins and bags, etc.

Freshen up bathrooms, make sure they are properly supplied throughout the day

We provide emergency bathroom supplies: toilet paper, hand towels, soap, feminine hygiene, etc.

Greet guests / assist people with finding bathroom facilities, seating, etc. as needed

Direct the wedding ceremony

Cue musicians, minister, VIPs, bridal party, etc.

Receive guests post-ceremony / serve wine and any food platters / clean up

Set out placecards/seating chart and easel at reception site

Set up table markers

Assist people with dinner seating

Prompt waitstaff as needed

Be attentive to guest needs throughout the evening

Manage timeline, direct vendors and guests at both ceremony and reception

Assist with announcements, presentation of guests doing toasts, special dances as needed

Act as a liaison between couple and family and the vendors during the event

Assist guests as needed at the end of the event / find personal items / call for shuttle, etc.

Anticipate and divert problems

Promptly secure help for any emergencies / have all emergency numbers on hand

Secure proper transportation for guests with drinking/driving issues

Oversee cleanup and departure of all vendors

Make sure property is in order at the end of the event so there are no additional fees

Prep rentals for pickup: linens, dishes, stemware, tables, chairs (2-3 hours post event)

Pack up any special items for the family and bridal party (momentos, gifts, etc.)

Requires 1 assistant for events of 50 and under and 2 assistants for events over 50

Follow-up on rental pickup (be there to oversee if required / *additional fee*)

See to proper disposal of all food and beverage waste / *may require off-site disposal*

See to proper disposal of all recyclables

See that all installed decorative items are uninstalled and either properly disposed of or returned

We oversee the event from start to finish on the day / anticipated hours: 18 on-the-day, 4+ prior

Our goals...

Ensure that your event runs smoothly from start to finish

- See that all elements of your wedding are properly installed on time
- Stay on top of vendor schedules and setup throughout the day
- See that problems are imperceptible to bride, groom and all guests
- See that your ceremony and reception setup is neat and tastefully executed
- See that your ceremony runs smoothly and that everyone remains calm
- Ensure that food and beverage service is properly timed
- See that all cleanup is done properly to prevent additional cost
- See that all rentals are properly detailed and inventoried to prevent additional cost

Your responsibilities...

- Provide us with a fully detailed timeline for your event (2 months prior)
- Provide us with a full contact list for all of your vendors (1 month prior)
- Provide your venue(s) and vendors with our contact information
- Provide us with a list of emergency phone numbers (you, family & friends)
- Arrange and clear all deliveries to the venue(s) with the site coordinators
- Coordinate all details and clearance issues with your caterer / convey to us
- Provide a ceremony protocol sheet (order of service, music selections, processional order, etc.)
- Provide a list of bridal party, ushers and list of guests for special seating
- Provide ceremony seating chart (first rows)
- Provide easily readable dinner seating chart, table markers, placecards and/or table chart & easel
 - For outdoor receptions, placecards must be secured with weighted ribbons (client provided)*
- Provide a reception timeline for toasts, special dances, cake cutting, etc.
- Provide list of instructions for setup, cleanup and disposition of all items at end of evening



Pricing for on-the-day coordination / Christina Andrews

- Saturday weddings / April through October: \$1500 (add \$250 for 2 venues)
- Friday & Sunday weddings / April through October: \$1350
- All other weddings: call for pricing

Pricing for on-the-day coordination / Julie Robertson or Amanda Jackson

- Saturday weddings / April through October: \$1250 (add \$150 for 2 venues)
- Friday & Sunday weddings / April through October: \$1000
- All other weddings: call for pricing

References available upon request

Thank you for considering our services!

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