



WEDDING COORDINATION

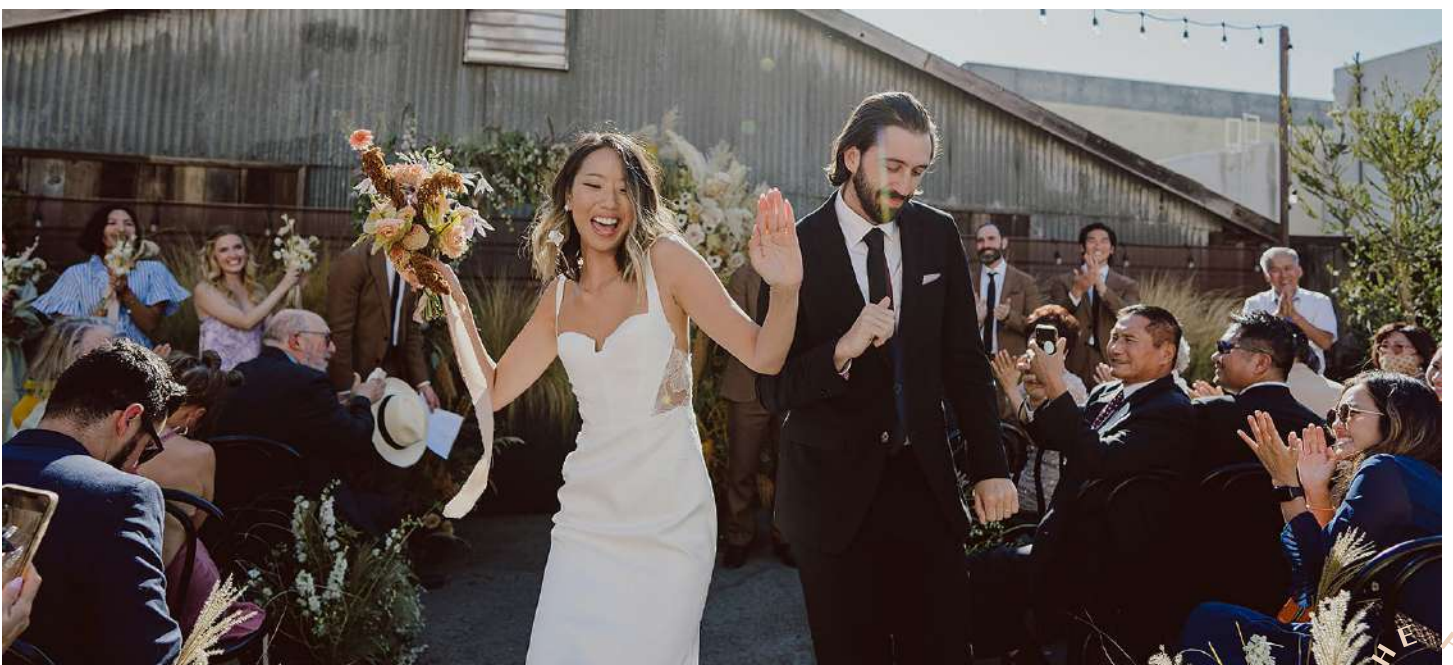
THE PENNY



LET US SWEAT THE SMALL STUFF

At The Penny we know that no one knows your love story better than you. We want your wedding day to be the ultimate reflection of you as a couple and the new life you are embarking on together. We also know your wedding day will be so full of joy, full of love, full of emotions, and full of wonderful memories. We want you to be able to bask in your love and to soak in the memories. We want those memories to be of your loved ones vows, or your grandma's epic dance moves, and not memories of worrying about when your catering team arrives, or when the next toast is scheduled.

Our in house Coordination Package is designed to do just that. You have the autonomy over planning a day that is truly yours, but the benefit of passing off the last minute details and day of execution to our experienced team of professionals. From rental guides to design meetings in our showroom, clients that book our Coordination Package get to create the event they want, while also fully enjoying their day knowing The Penny Team has got the details covered. You shouldn't be surrounded by papers and timelines on the day of your celebration, you should be enjoying the company of your loved ones. It's your day, we just want to help it come to life seamlessly.



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COORDINATION PACKAGE INCLUDES:

THREE MONTHS PRIOR

- Review all timeline related details as they pertain to client, vendors, and event
- Review all vendor contracts and rental orders to ensure nothing is overlooked and all bases are covered. Offer insight as needed.
- Compile all pertinent event details from all parties
- Create all floor plan drafts

ONE MONTH PRIOR

- Assistance in finalizing rental orders
- Finalize timeline and share with vendors and client
- Finalize floorplans and share with vendors
- Final vendor communication
- Review of all last minute details and make adjustments as needed

DAY PRIOR & DAY OF

- Attend and facilitate rehearsal if booked
- Handle delivery and check in of any rental orders
- Collect all client personal items and prep them for wedding day
- Facilitate vendor set up
- Assist clients, guests, and vendors with any questions or needs throughout the event
- Set up any personal items (ie signage, decor, etc)
- Manage proper timeline execution
- Ensure reception traditions are executed (ie cake cutting, first dances, send off, etc)
- Manage break down and clean up
- Gather and organize all personal items for pick up



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LET'S GET THIS PARTY STARTED!



We'd love to hear more about what you are envisioning for your big day!

Have any questions about how we can help?

Send us an email at events@thepennyslo.com or call us at 805 369 1616

We can't wait to help you celebrate.



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