

Day-of EVENTS COORDINATOR

The Day-of events coordinator isn't a planner. He or she is responsible for making sure the vision & theme you planned are executed properly. They help anticipate and smooth over any problems that might occur. A day-of coordinator will help to ensure a smooth transfer of all event information, build a timeline, and make sure there is nothing missing. It is highly recommended that you hire this "crucial vendor" well in advance of your big event.

- ✓ Handles day-of logistics
- ✓ Creates & manages your timeline
- ✓ Oversees your vendors
- ✓ Deals with last-minute challenges
- ✓ Allows you to enjoy your event

WHO NEEDS A "DOC?"

- DIY Planners
- Nontraditional Venues
- Logistical Questions/Clarity

COST FACTORS

- Number of locations
- Total time required
- Expected guest count

PRICE RANGE

\$3,500 - \$5,500

*In the City
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