

Devotion to Detail Event Planning

A wedding expert devoted to freeing brides, grooms and their families from the stress of doing it all!

Day of Event Coordinating Packages

Full Day of Event Coordinating Package

Steps in Coordinating Service	Description of Services
Initial Consultation	We will meet with wedding couple and family to go over details left to plan to discuss options on how your day will flow and to give suggestions as needed.
Develop Timeline	We take all the information we have gathered and utilize our expertise to make sure that every part of your day will flow together.
Vendor Introductions	We will contact all vendors to give them our contact information & to make sure they contact us with any questions.
Final Meeting with Bride	Week of Wedding, preferably Monday or Tuesday to do “walk through” of the day and get hand off of any items or details coordinator can handle for bride
Day before / Day Off Set Up	Assist with any set up that is possible and any last minute issues that need addressing
Rehearsal/ Rehearsal Dinner	At rehearsal to assist with flow of ceremony and any questions that arise.
Day of Wedding Coordination	During wedding day, we are at your service for at least 12 hours to take care of all details that need managed, setting up at church, set up at the reception, and coordinating all the steps along the way; we are ready with an 200 piece emergency kit of supplies and we take responsibility for making the day flow from one part to the next and that everything that needs to be done will be done smoothly and with pose.

Timeline and Day of Wedding Only

Steps in Coordinating Service	Description of Services
Details Meeting/ Timeline	Meet with Bride/ Groom and families to go over all the details of your day and understand timeline from your planning.
Final Meeting Week of Wedding	Week of Wedding, preferably Monday or Tuesday to do “walk through” of the day and get hand off of any items or details coordinator can handle for bride
Rehearsal	At rehearsal to assist with flow of ceremony and any questions that arise.
Day of Wedding Coordination	During wedding day, we are at your service for 10 hours to take care of all details that need managed, setting up at church, set up at the reception, and coordinating all the steps along the way; we are ready with an 200 piece emergency kit of supplies and we take responsibility for making the day flow from one part to the next and that everything that needs to be done will be done smoothly and with pose.

Day of Wedding Only

Steps in Coordinating Service	Description of Services
Details Meeting/ Timeline	Meet with Bride/ Groom and families to go over all the details of your day and understand timeline from your planning.
Day of Wedding Coordination	During wedding day, we are at your service for 8 hours to take care of all details that need managed, setting up at church, set up at the reception, and coordinating all the steps along the way; we are ready with an 200 piece emergency kit of supplies and we take responsibility for making the day flow from one part to the next and that everything that needs to be done will be done smoothly and with pose.

**Signed Contract & Down Payment of Half of the Fee due to book date
Final Payment due One week before Wedding**

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Please call with any questions: 319-573-4801

Email: devotiontodetail@msn.com or review our Website: www.devotiontodetail.com

Additional time on Day of Wedding can be added for \$50 per hour.