

DOWN
the AISLE

CEREMONIES



\$2500 | 100-150 Guests \$3000 | 150-2

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DAY OF COORDINATION

Month Before Event Date

We're jumping in! It's time for the *Hand-Off Meeting!*

Prior To The Hand-Off Meeting - Homework For Couple

- Couple will complete "homework" before Hand-Off meeting. (Homework on Client Portal.)
- Couple will email vendor contracts to Coordinator/Down The Aisle.

At Meeting

- Your Coordinator will guide you through and begin creating your wedding day timeline; starting with hair & make-up, all the way to the reception end time.
- The needs & wishes specific to your wedding day will be discussed, confirmed and delegated.
- Confirm venue set-up needs, details and diagrams.
- Your Coordinator will provide tips, suggestions, and reminders, creating a solid plan for the weeks to follow.

After The Hand-Off

- Your Coordinator becomes the point of contact person for all vendor questions & concerns. Yay!
- Your Coordinator will send an introductory email to your vendors, requesting vendor day-of arrival/departure times and apply to the timeline.
- Your Coordinator will confirm details of (vendor) services agreed upon. Any vendor issues will be addressed immediately.

Week Of Event

- Your Coordinator will email a final timeline to all vendors. [See Attached Sample Timeline](#)
- Confirm and inform each vendors:
 - arrival & departure time.
 - set-up & take-down details.
 - venue requirements and limitations.
 - vendor parking, and venue specific requests.

Rehearsal Day

Who stands where? Who's walking with whom? What about the marriage license? Who's going to queue the ceremony music? Where does my Stepmom sit? With emotions at an all-time high and the personalities of every bridesmaid, groomsman, parents, etc. in one room, rehearsals can be stressful for couples. **No worries!** We will guide you, your family and friends through the entire rehearsal process! We will take care of the many details & steps required to have a successful rehearsal.

Day Of Coordination
continued

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DAY OF COORDINATION

- Your Coordinator will attend and orchestrate your rehearsal.
- Create processional line-up.
- Confirm ceremony music and order of music.
- Determine position/placement of bridal party, (Venue specific.)
- Determine placement of ceremony props.
- Confirm location of Wedding/Bridal Suite and Groom Suite.
- Determine marriage license signing location and confirm witnesses.
- Determine meet-up time & location for Bridal Party & VIP's on wedding day.

Day Of

- Along with your Day Of Coordinator, Down The Aisle Ceremonies will provide (at least) 1 team member.
- Your Coordinator will be available on your wedding day two hours prior to the ceremony start time.
- Your Coordinator will remain on sight until meal service begins.
- Your Coordinator will shadow bride/groom/wedding party & guide all through reception timeline events, keeping everyone joyfully on track! Including:
 - Processional/Recessional
 - Marriage License Signing
 - Photographers Timeline
 - Wedding Party Grand Entrance - Couples Grand Entrance
 - Toasts & Blessings
 - First Dance, Father/Daughter, Mother/Son
 - Cutting the Cake & More!
- Act as a liaison to banquet/venue coordinator
- Confirm necessary vendors and VIPs have the most current timeline.
- Setup ceremony props (unity candles, etc.) Collect and put away props after the ceremony ends.
- Setup special tables & signs. Including: Guest Book, Card & Gift, Memory, Welcome, Seating Chart
- Supervise processional and recessional OOG. (Order of go.).
- Confirm song choices/order; processional, recessional, grand entrance & special dances.
- Distribute vendor tip envelopes (optional)
- Insure Cards/gifts are put away in a secure, pre-determined location.
- Your Coordinator will remain onsite until toasts/blessings are completed, and meal service begins.

Add On Services Available - (fees vary/beginning at)

- Two Locations. For couples who require Coordination service at more than one location. \$300
- Guest Table Set-Up. For couples who require the Coordinator to set-up each guest table in reception room. \$500.00
- Additional Hours. For couples who would like the Coordinator to stay past meal service. \$75 per extra hour
- Tear-Down Service. For couples who require clean-up at the end of the reception. \$500.00

The Wedding Of
Jacob Fuhrman + Noel Delahaye

June 25, 2022

Cornman Zingerman Farm ♦ 8540 Island Lake Rd., Ann Arbor



Rehearsal Day - June 24th - 6:00pm, Cornman/Farmhouse

Pre-Ceremony

10:00	Vendors allowed on-site. Cornman on site coordinators, Gabby (Main), and Eliza (Farmhouse)
10:00	Florist arrives at Cornman, Kendall, 734-280-7663
10:00	Hair & Make-up begins - Cornman/Inside Farmhouse - Danielle, 248-709-5847
11:00	Groom + Guys get ready/dressed - Graduate Hotel, Ann Arbor
11:30	Videographer/Photographer arrives at Graduate Hotel Lobby. Tana + Cody, 517-980-3468
12:00	Bouquets delivered to farmhouse
12:00	Coordinator + Officiant arrives, Eileen, 248-330-7662
12:15	Groom + Groomsmen arrive at Cornman, brunch in Farmhouse (until 1:00)
12:15	Getting ready drinks: Guys - lower level barn - Gals - farmhouse
12:15	Photographer/Videographer arrives Cornman
1:00	Band arrives for set-up, Connie-413 519 0883, Derek, 734-620-1159
12:00	Caterer arrives for set-up.
1:00	Cake delivered to barn between 1:00-3:00pm, Jenny, 734-761-7255
1:00	Photographer arrives Cornman
2:15	First Look, Cornman, followed by Wedding Party & Family Pics - ends at 3:45
2:50	First Shuttle pick-up at Sheraton Ann Arbor., Rockstarz, See below for full shuttle schedule
3:15	Musician arrive - Ana/Josie, 313-427-9055
3:55	Final details for ceremony: sound check, ceremony props/legacy box, personal letters, songs: <ol style="list-style-type: none"> 1. Song 1/Parents + Wedding Party Entrance: Love Me Like You Do- Brooklyn Duo 2. Song 2/Bride's Entrance: Love Story- Alan Milan 3. Song 3/Recessional: Paper Rings by Taylor Swift starting at 31 seconds
4:00	Prelude music begins
4:10	All walking in processional hide including: Bride/Groom/Wedding Party/Parents
4:15	Guests seated for ceremony - Coordination team to assist
4:25	Processional line-up - Officiant announces unplugged.

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Wedding Day Coordination
248-330-7662



4:30 - Ceremony | Farmhouse/Front Grove

4:30	Ceremony Begins
4:55	Ceremony ends. Bride/Groom/2 witnesses/Officiant sign license in Farmhouse. Guests transition to cocktail hour

5:00 - Cocktail Hour | Outside of Barn

5:00	Cocktail hour begins
5:15	Photo Booth/Prime Photo arrives for set-up in Barn/upstairs floor, Theo 313-400-9369
5:50	Guest transition to dinner tables/tent. Coordination team to assist.
6:00	Cocktail hour ends

6:00 - Reception | Tent | Lawn

6:05	Wedding Party Grand Entrance - Song - Let's Groove Tonight, Earth, Wind + Fire Bride Groom grand entrance, AND cut cake. Song - Room On Fire, Stevie Nicks
6:10	Toasts begin: 1. BM, Kyle 2. MOH, Sara 3. Blessing, MOB, Linda
6:15	Meal services begins, wine service with dinner, sparkling toast
7:15	Guests Transition To Barn
7:30	Special Dances: 1. Bride + Groom, Song, Reflecting Light, Sam Philips 2. Father + Daughter, Wonderful World, Louis Armstrong 3. Mother + Son, My Wish, Rascal Flatts
7:30	Day of Coordinator departs
7:00	Photo booth begins, 7-11:00pm
8:00	Floral team arrives to begin clean-up
9:30	Photographer/Videographer depart
8:30	Fire-pits lit for S'mores
10:30	Shuttle ride back to hotels begin
10:30	Bar closes
11:00	Prime photo begins take-down, departs by midnight
11:30	Reception ends. - Last Shuttle To Hotels
12:00	Vendors + equipment must be cleared off-sight

DOWN THE AISLE EXPLAINS...

Venue Coordinator
vs
Wedding
Day Of Coordinator

What's the difference?



Day Of Wedding Coordinator vs Venue Coordinator. *"Is a venue coordinator not the same as a Day Of Wedding Coordinator?"* We get asked this question on a regular basis by both professionals and brides alike. And the answer is simply **no**.

While some venues provide couples with a venue coordinator, their responsibilities and areas of concern differ significantly from those of a Day Of Wedding Coordinator.

The Venue Coordinator

Venue coordinators are employees of the venue in which they work. They act as a liaison between the couple and the venue's operations team. Their responsibilities and services pertain to your experience with them directly and within the scope of your contract terms.

Although they are a valuable asset to couples, it's important to understand the difference. A venue coordinator works for the needs of the venue, acting out the requirements of your contract with them, in a smooth and timely manner.

A Day Of Coordinator

A Day Of Wedding Coordinator *Works For You*, ensuring every detail of your day is flawless and orchestrated exactly as you've planned.

Your Day Of Wedding Coordinator starts working with you about four to six weeks before your wedding day. Their responsibilities & services vary based on the needs of the couple, commonly including, but not limited to; becoming the point of contact for all of your vendors, reviewing signed contracts, creating a detailed timeline, beginning with hair & make-up all the way to the last dance, confirm logistics of the day, orchestrate and direct the rehearsal, the order of go, processional & recessional details, confirming timing & selection of ceremony music & more. Your Day Of Coordinator handles unforeseen issues that may arise on your wedding day.

Your Day Of Coordinator has the knowledge and knowhow to see everything through and provides the support in the final weeks leading up to and on your wedding day.