



DAY OF COORDINATION

A Spoonful of Planning
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EVENT BUSINESS PROPOSAL
INTELLECTUAL PROPERTY OF A SPOONFUL OF
PLANNING/ TANELOU ENTERPRISES LLC

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Welcome

We are A Spoonful of Planning and we greatly appreciate the opportunity to work with you to turn your event vision into an experience — one spoonful at a time!

This packet will share more information regarding Day-of Coordination

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Introduction

Overview

We get it; you've planned so many of your details to make your day special and it's time for you to enjoy it!



Who We Are

A Spoonful of Planning is more than an event planning company – We manifest your vision into an experience. Through creating captivating events across the country and stage-managing Broadway-style productions, A Spoonful of Planning has a keen perspective on how to bring a client's vision to fruition seamlessly. We consider it a privilege to work alongside you to create engaging and unique experiences that align with your individuality, your brand, you.



Day-Of Services Snapshot



After Contract

Initial Consultation Meeting or Phone Call

Correspondence to provide expertise and answer questions throughout process

Online Planning Space

Recommendations as Requested

Comprehensive Time Line



One to Two Months

Two Meetings (approximately two hours) to discuss detailed plans and outstanding tasks

Site visit discuss layout and final plans; create floorplan as required

Vendor Confirmations (ensure everyone is on the same [age and share additional details after an introduction)



Weekend of

Rehearsal coordination (up to 1.5 hours)

On-site presence Dependent on schedules



Extras

Black tie (\$50 per staff)

Travel – costs and accommodations may be necessary if travelling outside of 40 miles of 21043

Dual venues—for events taking place at multiple locations on the same day (\$100 per additional venue)

Additional hours—on-site hours past 10 hours (\$75 per hour)



Day of

Up to 10 hours on-site

Min of 2 on-site coordinators

Managing the overall timeline including deliveries, vendors

Creative Problem solving

Ensure that gifts, purchases and other items are returned to the appropriate party

Ensure that strike of venue occurs in an efficient manner

Transport or storage of small materials as necessary

DAY-OF COORDINATION SERVICES:

OVERVIEW: A Spoonful of Planning's Day of Coordination allows the client to enjoy the event since the ASOP team takes care of details, vendor contracts, and orchestrates the day.

OBLIGATIONS:

- Initial consultation to explain the coordination process. Two Meetings (approximately 2 hours) to discuss detailed plans and outstanding tasks
- Unlimited Correspondence to provide expertise and answer questions throughout the process.
- Vendor Recommendations as Requested
- Comprehensive Timeline developed and updated throughout the process
- Site Visits to discuss layout and final plan
- Creation of floor plan as required
- Rehearsal Coordination (Up to 1.5 hours)
- Act as primary vendor liaison 30 days prior to the event
- A Spoonful of Planning will perform the following One to Two weeks prior to the ceremony:
 - All vendors confirmed by the client and passed along to the A Spoonful of Planning team will be contacted to verify details of their services
 - A Spoonful of Planning will Contact all vendors listed on the contract to finalize any payment due one week prior to the ceremony
- A Spoonful of Planning will perform the following on the day of the wedding:
 - Up to 10 hours of service on your wedding day which includes a minimum of 2 on-site coordinators
 - Manage wedding vendors per your instructions – A Spoonful of Planning will be available in person and by telephone during the entire wedding day to assist vendors with any problems or questions
 - A Spoonful of Planning will Manage vendor & décor setup at ceremony & reception sites
 - A Spoonful of Planning will have a Bridal Emergency kit on site
 - The Day of Team will orchestrate the wedding ceremony and reception
 - If additional family or friends are volunteering on the day of, A Spoonful of Planning will oversee attendants and provide guidance
 - Ensure that gifts, purchases, and other items are returned to the appropriate party
 - Ensure that strike of the venue occurs in an efficient manner
 - Transport or storage of small materials as necessary
 - A Spoonful of Planning will coordinate entertainment and all announcements/

events during the reception as necessary

- A Spoonful of Planning will ensure payment of vendor tips & balances reaches the respective parties
- Client is responsible for all other aspects of the event not outlined above. Any additional services provided/performed by the day-of coordination team will be billed to the client at a rate of \$75.00 per hour.

CONDITIONS:

- A Spoonful of Planning will implement the Client's vendor selections; however, it is the client's responsibility to make selections
- Client will provide A Spoonful of Planning with the following no later than 14 days prior to the wedding
 - Contact Names
 - Phone Numbers
 - Email Addresses
 - Scheduled Timetables as agreed
- Client will notify A Spoonful of Planning of any changes in a timely fashion
- Client will provide A Spoonful of Planning with copies of all vendor contracts
- If items are being transported, client will drop off items either at the venue or A Spoonful of Planning's office location unless otherwise agreed upon by both parties

OTHER:

- Client agrees to supply a catered meal for each of the coordinators on the day of the event(s) at or around the designated meal time
- Dual venues - for events taking place at multiple locations on the same day, a fee of \$100 will be applied for each additional venue
- Additional hours - if on-site past 10 hours, a fee of \$50 per hour will be applied
- Travel - costs and accommodations may be necessary and applied if traveling outside of 40 miles of 21043. Fee will be determined and agreed upon by both parties
- Black Tie - if required by client, a fee of \$50 per staff member will be applied



Next Steps...

If the terms of this proposal are agreeable or if you have suggestions, please feel free to [email our team](#) so we can move forward with helping to make your event a success.

Thank you so much for considering A Spoonful of Planning and we look forward to working with you!