

Exclusive Events

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Day of Coordination Services

Preparation

- Initial consultation
- Open communication
- One to two months prior to event meet with host to create timeline, arrangements and confirm vendor contacts
- All vendors will be contacted to verify details of their services

Rehearsal/Pre event meeting

- Work with wedding officiator to choreograph wedding ceremony, processional and recessional if needed (wedding only)
- Develop & distribute itinerary

Day of Event

- Manage vendors & participants per your instructions
- Oversee vendor set up including décor, flowers, registrations, catering, etc
- Tear down of specific items at end of night (optional)
- Provide Bridal Emergency Kit (wedding only)
- Facilitate the wedding ceremony
 - Check for any items necessary to properly conduct the ceremony
 - Oversee ushers & guest book attendants
- Properly line up processional & cue musicians
- Coordinate entertainment and all announcements/events
- Ensure payment of vendor tips & balances
- Be prepared to meet any emergency situation that may arise

Exclusive Events will become your extra set of hands, eyes, ears, and voice for any event.