

Coordination --- *Co.*

At Coordination Co. we pride ourselves on amazing prices & outstanding service! We also believe that love is love and deserves to be celebrated in all of its beautiful forms!

Our Coordination packages start well below the Colorado industry average of \$2750. Each package includes travel, an expert Coordinator to offer guidance and support throughout the planning process, and the entire day of coordination to ensure your big day is seamless, stress-free, and perfect!

And the awesome service begins long before your wedding day, including unlimited communication via email, phone, and text; access to the same planning software professionals use; creative problem-solving based on our years of experience; and timeline creation.

We welcome the opportunity to tailor a custom package to bring your wedding vision to life!

Stop stressing, we've got you!

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All Packages include:

- ◇ ***Unlimited Communication:*** You have complete phone, text, & email access to your coordinator throughout the planning process.
- ◇ ***Access to Professional Planning Software:*** Everything you need to stay organized & confident while we plan your wedding together.
- ◇ ***Timeline Creation, Finalization, and Communication:*** After we finalize your custom Timeline together, your coordinator will communicate it to all of the vendors involved in your big day.
- ◇ ***Create a Weather Contingency Plan:*** We work with your venue and vendors to create a Plan B in the event weather prohibits an outside ceremony, cocktail hour, or reception.
- ◇ ***Ceremony & Reception Décor Setup:*** We help your vendors bring your wedding vision to life by supervising setup and executing décor setup according to the Setup/Tear Down Guide.
- ◇ ***Ceremony & Reception Coordination:*** We cue the wedding party's walk down the aisle, the newlyweds' Grand Entrance, toasts, traditional dances, bouquet/garter toss, and send-off.
- ◇ ***Full Access to Coordination Co.'s Oh Shit Kit:*** Because what do you say when something goes wrong? Don't worry...we've got you covered with everything we've ever needed to fix any problem!
- ◇ ***Collection of Wedding Items & Décor:*** At the end of your big day, you don't want to clean up! So we gather your personal décor items and cards/gifts, and deliver them to a pre-appointed location or vehicle.
- ◇ ***Ensure Venue is in Proper Condition:*** We make sure rentals are in the assigned place for the scheduled pickup and the venue is restored to its original condition.
- ◇ ***Conflict Resolution:*** We serve as a liaison between our couple, vendors, wedding party, & guests to ensure a smooth and stress-free day.
- ◇ ***All Day Service:*** We arrive as soon as we are allowed to begin setup and we don't leave until everything is broken down and back in its proper place.
- ◇ ***Travel and Accommodations Included:*** Our package prices include all travel and accommodations, so there are no surprise charges down the road!

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Upgrade to a Medium Package to enjoy all of the benefits of the Mini Package, PLUS:

- ◇ *Up to 4 hours for 30-day venue walkthrough OR rehearsal the day before your wedding.*
- ◇ *Qualified referrals to outstanding vendors based on your wedding location, needs, & budget.*
- ◇ *Reception space layout and floor plan creation and tablescape design.*
- ◇ *Delivery of final payments and gratuities on the day-of.*
- ◇ *As a partner of some great companies, we have discount codes to share with you!*
 - ◇ *10% off your order from Knotty Tie for custom ties and accessories*
 - ◇ *20% off suit or tux rental for the groom and groomsmen at Generation Tux*

Upgrade to a Mega Package to enjoy all of the benefits already mentioned, PLUS:

- ◇ *Up to 4 hours for 30-day venue walkthrough.*
- ◇ *Up to 4 hours for rehearsal the day before your wedding.*
- ◇ *Review of contracts with existing and potential vendors.*
- ◇ *Vendor meeting prep, including questions to ask each type of vendor so you get all of the info you need to make an informed decision.*
- ◇ *Assistance with wedding website creation and maintenance.*
- ◇ *Guidance on wedding etiquette, including how to address invitations, guest list management, table settings, etc.*
- ◇ *Photos featured in our online gallery.*
- ◇ *Assistance with welcome bags and guest favors.*
- ◇ *Additional 25% off discount with our partner, Minted.com for save-the-dates, invitations, programs, place cards, menu cards, etc.*
- ◇ *Access to our inventory of rental items*
- ◇ ******Includes an Assistant Coordinator******

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At Coordination Co., you get to choose the level of support and guidance you want from your dedicated Head Coordinator, and our packages include services usually found at much higher prices.

Services	Mini	Medium	Mega
Unlimited communication	X	X	X
Professional planning software	X	X	X
Timeline creation	X	X	X
Ceremony setup	X	X	X
Reception setup	X	X	X
Execution of the event	X	X	X
Access to our Oh Shit Kit (emergency wedding kit)	X	X	X
Conflict resolution	X	X	X
Collect wedding items/deliver to pre-appointed location	X	X	X
Ensure venue is in proper condition	X	X	X
10 hours of service day-of	X	X	X
Cue ceremony and reception timeline points	X	X	X
Create weather contingency plan as needed	X	X	X
Oversee deliveries/pick-ups on the day-of	X	X	X
4 hours for 30-day venue walkthrough OR rehearsal the day before		X	X
Design room layout/floor plan		X	X
Qualified vendor referrals		X	X
Delivery of final payments/gratuities		X	X
20% discount at Generation Tux (suit and tux rental)		X	X
10% discount at Knotty Tie (custom ties and accessories)		X	X
20% discount on photo/video/DJ with our preferred partner		X	X
25% off coupon code for Minted.com			X
4 hours for 30-day venue walkthrough			X
4 hours for rehearsal the day before the wedding			X
Contract review			X
Vendor meeting prep			X
Feature photos in online gallery			X
Assistance with welcome bags and guest favors			X
Includes an assistant coordinator			X
Assistance with wedding etiquette			X
Assistance with wedding website creation/updates			X
Access to our rental inventory			X

Coordination Co.

Colorado Springs & Surrounding Areas

Home, Sweet Home!

Including Pueblo, Woodland Park, Palmer Lake, Black Forest

Mini Package

\$1350

Medium Package

\$1450

Mega Package*

\$1799

Denver Metro

The Mile High City doesn't mean mile high prices!

The Metro area is defined as within the C470/I-76 Loop

Mini Package

\$1450

Medium Package

\$1575

Mega Package*

\$1925

Mountain Weddings

We've been to Vail, Breckenridge, Beaver Creek, Aspen, Granby, and Grand Lake, just to name a few!

Mountain Weddings are defined as outside of the C470/I-76 Loop

Mini Package

\$1750

Medium Package

\$1925

Mega Package*

\$2350

*** The Mega Package includes an Assistant Coordinator, however you can add an Assistant Coordinator to any other package for \$250. We require an Assistant for events that include two locations, a large guest count, or intense décor requirements.**