

something blue

COORDINATION PACKAGE



2025-2026

client testimonials

KIND WORDS FROM COUPLES WHO HAVE TRUSTED US WITH THEIR
SPECIAL MOMENTS

B&B P.

MARRIED 2025

"They are so thorough with the meetings before hand and they made sure the entire day went so seamlessly. They are so kind and work with you throughout the entire process. They paid attention to every detail we would never think of. I can't say enough amazing things about these 2 ladies. Would rate 10 stars if I could!!"

★★★★★

C&B P.

MARRIED 2024

"I truly got to enjoy every moment of my special day without stress. My guests are still raving about how beautiful and well-organized everything was! I can't thank Celeste Events enough for making my wedding everything I dreamed of and more!"

★★★★★

M&A C.

MARRIED 2024

"My husband and I would HIGHLY recommend them to anyone looking for event planners who are not only talented and a pleasure to work with but also who show how much they love their jobs!"

★★★★★

N&P M.

MARRIED 2021

"Planning a wedding can feel overwhelming, but working with Celeste Events turned what could have been a stressful process into one of the most joyful and memorable experiences of my life."

★★★★★

L&A T.

ENGAGED 2020

"From the moment I reached out to Sofia and Camila to help plan my engagement, they were professional, creative, and genuinely excited to make the moment unforgettable."

★★★★★

K&J C.

MARRIED 2022

"Thanks to Sofía and Cami, our wedding was absolutely perfect. We are so grateful for their hard work and would recommend them a thousand times over! I will use them for my all future events."

★★★★★

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DAY OF COORDINATION WITH DECOR SET UP & BREAKDOWN

STARTING AT \$1800

Pre-Wedding Consultation:

- Begins 45 days prior to wedding day
- Development of a detailed wedding timeline for the wedding day, including photography, ceremony, reception, and vendor deliveries.
- Creation of photography list
- Review and finalize key details to ensure seamless communication with vendors

Vendor Management:

- Contact vendors at minimum 2 weeks prior to wedding day
- Confirming vendor contracts, payments, setup plans, and arrival times.
- Sharing the finalized timeline with vendors and ensuring they adhere to the schedule
- Acting as a point of contact for all vendors on the wedding day.

Rehearsal Coordination:

- Organizing and leading the wedding rehearsal.
- Ensuring that everyone in the wedding party knows their roles and responsibilities.

On-the-Day Coordination:

- Two planners will be available for the entire 12-hour wedding day. The specific on-site hours will be determined at Celeste's discretion and communicated in advance to the bride and groom.
- Managing the wedding timeline from start to finish.
- Greeting vendors and instructing setup locations.
- Groomsmen, bridesmaid and usher management.
- Act as a liaison with the ceremony officiator.
- Overseeing the flow of the event and addressing any issues that arise.
- Coordinating with the bridal party, family, and vendors to ensure smooth transitions.
- Help guests locate their escort cards and dining tables.
- Cue all vendors when important events take place i.e. first dance, cake cutting, toasts, and parent dances.
- Remain easily accessible through the entire event in case there are any details you would like attended to.
- Direct clients' exit, ex. Sparklers, bubbles, streamers.

Setup and Breakdown:

- Check with venue staff to ensure tables are set up according to client plans.
- Setup of couple's ceremony decor, reception decor, sweetheart table, guest book and guest experience areas, and other elements as per the couple's vision.
- Decor placements, including but not limited to, table settings, seating arrangements, chargers, plates, napkins, table numbers, party favors, escort cards, wedding programs, directional wedding signage, votives / candles, and menu cards.
- Setup, breakdown, and/or movement of tables, chairs, and large or heavy items such as large wooden backdrops is not included as this is typically done by your rental company or your venue. We are happy to provide a quote for extra labor should you need these services.
- Ensuring decor is cleared, packed up and taken with assigned family member after event.

Troubleshooting:

- Handling any unexpected problems or emergencies that occur on the wedding day.
- Providing support and solutions to ensure the event goes smoothly.

Point of Contact:

- Serving as the primary contact for all questions and issues on the wedding day.
- Managing communication between the couple, their families, and the vendors.

Assistance with Personal Items:

- Helping with the transportation and management of personal items, such as gifts, cards, and personal belongings.

something new

FULL SERVICE PACKAGE

EVERYTHING FROM OUR SOMETHING BLUE PACKAGE PLUS

UNLIMITED COMMUNICATION & MOOD BOARD CREATIONS

BUDGET TRACKING, TIMELINE CREATION & VENDOR SOURCING

INVITE & WEBSITE DESIGN AND RVSP GUEST TRACKING

VENUE WALKTHROUGH WITH LAYOUT DESIGNS

COMMITMENT TO CREATING A CUSTOM DESIGN EXPERIENCE

FULL ACCESS TO CELESTE INVENTORY WITH SETUP & BREAKDOWN

CUSTOMIZABLE DECOR ITEMS SUCH AS BACKDROPS & SIGNAGE

13+ HOURS OF DAY OF COORDINATION

AND SO MUCH MORE

EMAIL US TODAY FOR A FREE CONSULTATION &
CUSTOM QUOTE FOR YOUR BIG DAY!

www.celeste-events.com | info@celeste-events.com



Elevated experiences for every occasion.

*Focus on the love and excitement of your big day,
while we ensure every last detail falls into place just
as you imagined!*

Connect with us today