

EVENTS BY GIA MARIE

WEDDING + EVENT COORDINATION



WEDDING COORDINATION SERVICES

MY APPROACH

I believe your wedding should feel like you.

My job is to execute your vision while managing the logistics, anticipating problems, and protecting the details that matter—so you can be fully present on your wedding day.

I'm your advocate, your strategic partner, and your calm in the chaos. I coordinate vendors, oversee timelines, and manage execution so everything you've planned unfolds exactly as it should.

YOU'VE CURATED THE DAY.
I PROTECT THE VIBE.

THE RUN OF SHOW

Your vendors are booked.

Your vision is set.

Now you need someone to execute it.

I manage your ceremony and reception: coordinating vendors, protecting your timeline, and ensuring every moment unfolds as planned.

I'm there for setup through the structured program: ceremony, cocktail hour, grand entrance, dinner, toasts, dances, cake cutting, and your traditions. I stay through vendor dismissal and final venue coordination; whether that's 30 minutes into dancing at a full-service venue or overseeing breakdown and coordinating vendor load-out at a DIY space.

You get expert management for the entire timeline, not just the pretty parts.

I take on a limited number of weddings each season to ensure focused attention & hands-on support for every couple I serve.

DAY-OF COORDINATION

GAME DAY | STARTING AT \$2,000

Service begins 30 days before your wedding day through wedding day.

Perfect for couples who've done the planning and want a professional to execute it flawlessly. I step in during the final weeks to refine your timeline, coordinate vendors, and manage every detail on your wedding day so you can stay fully present.

What's Included:

- ◆ Kickoff meeting to review your plans, vendors & priorities
- ◆ Ongoing communication and email support leading up to the big day
- ◆ Wedding day timeline refinement & vendor distribution
- ◆ Vendor coordination in the final month
- ◆ One venue walkthrough
- ◆ Ceremony rehearsal direction (*up to 1 hour*)
- ◆ Full wedding day management (*8-10 hours on-site*)

I'm on-site for 8-10 hours depending on your venue's needs. Full-service venues with dedicated event staff typically require 8 hours. Community halls, private estates, and DIY spaces require 10 hours to oversee breakdown and coordinate vendor load-out.

60-DAY COORDINATION

THE FINAL STRETCH | STARTING AT \$2,500

Service begins 60 days before your wedding day through wedding day.

You've handled early planning and want a pro managing the final stretch. I step in two months out so nothing falls through the cracks before your big day.

What's Included:

- ◆ Kickoff meeting to review your plans, vendors & priorities
- ◆ Ongoing communication and email support leading up to the big day
- ◆ Wedding day timeline refinement & vendor coordination
- ◆ One venue walkthrough
- ◆ Ceremony rehearsal direction (*up to 1 hour*)
- ◆ Full wedding day management (*8-10 hours on-site*)

I'm on-site for 8-10 hours depending on your venue's needs. Full-service venues with dedicated event staff typically require 8 hours. Community halls, private estates, and DIY spaces require 10 hours to oversee breakdown and coordinate vendor load-out.

TRAVEL & ADDITIONAL SERVICES

JUNIOR COORDINATOR

For weddings with 200+ guests or multi-location events, a Junior Coordinator joins the team for comprehensive coverage.

◆ Junior Coordinator | \$500 for up to 8 hours

TRAVEL

Complimentary travel within 40 miles of San Francisco. Venues beyond this distance incur travel fees:

◆ 41 - 76 miles | \$150

◆ 77 - 120 miles | \$300

Custom pricing for anything over 121 miles.

Travel fees cover all venue visits (*walk through, rehearsal, wedding day*)

WHAT COORDINATION INCLUDES

My role is to manage your wedding day timeline, coordinate vendors, and oversee execution to ensure a well-run, thoughtfully paced celebration.

Setup Oversight: I oversee vendor setup and place small personal items including guest book, place cards, signage, table numbers, favors, and card box. Light touch-ups are limited to minor adjustments for placement and neatness based on your plan. Heavy setup (*tables, chairs, large rentals, structures*) is handled by your venue and rental teams.

Program Coordination: I manage all ceremony & reception events, cue vendors, coordinate your wedding party / family, and handle any issues that arise.

End-of-Day Coordination: Coverage length varies by venue. At full-service venues with dedicated event staff, I typically depart after structured programming wraps and vendor dismissal is confirmed. At community halls, DIY spaces, or venues without coordinators, I stay to oversee breakdown and coordinate vendor load-out.

HOW COORDINATION SUPPORT WORKS

MY FOCUS

- ◆ Complete wedding day management from setup through vendor dismissal and final venue coordination (8-10 hours based on venue needs)
- ◆ Timeline management & execution
- ◆ Vendor coordination & liaison
- ◆ Setup oversight & décor placement per your plan
- ◆ Day-of logistics & problem-solving
- ◆ Supporting a calm, well-run wedding day experience

WHAT'S NOT INCLUDED

- ◆ Heavy setup labor (*tables, chairs, large items; handled by your venue or rentals team*)
- ◆ Food service tasks (*cake cutting, serving food/drinks, calling tables to dinner - that's your catering/DJ team*)
- ◆ Cleanup & breakdown services (*handled by catering/venue/hired staff*)
- ◆ Food transport or catering pickup
- ◆ Item transport to/from venue
- ◆ Wedding planning or design services (*I manage & execute what you've planned*)
- ◆ Personal assistant tasks or guest services

THE BOTTOM LINE:

I work with your vendors to ensure they deliver what you've contracted them for, and I oversee execution so your wedding day runs smoothly and as planned.

HOW WE'LL WORK TOGETHER

Communication: Email (24-48hr response), WhatsApp for quick updates, scheduled virtual meetings, extra responsive during wedding week.

What You Can Expect: Professional, organized, detail-oriented service with a personal touch. Proactive communication, creative problem-solving, calm presence on your day, and deep respect for your vision and budget.

What I Need From You: Timely responses, open communication about any concerns, trust in my coordination calls on the day, and advance notice if plans change.

WHAT HAPPENS NEXT?

Sign & Return Your Contract

Review, sign, and return your contract with your deposit to officially secure your date.

Fill Out Your Planning Questionnaire

I'll send a questionnaire to gather key details about your vision, vendors, and timeline so I can hit the ground running.

Relax Until Our Kickoff

We'll connect closer to your wedding date to review everything and align on the plan. Until then, you're off the hook.

I'll Take It From Here

Leading up to your day, I'll coordinate vendors, refine your timeline, and handle logistics. You just show up and celebrate.

A black and white photograph of a party scene. In the foreground, a person is wearing a dark, sequined dress that is catching the light. The background is filled with people, some of whom are holding up their phones to take pictures, creating bright starburst light effects. The overall atmosphere is festive and dimly lit.

LET'S GET THE PARTY STARTED

CONTACT

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