

COORDINATION

— VISION BOARD RENTALS —

Day Of Service Description

Pre-Wedding Communication

- Timeline review (client provides timeline)
- Vendor list + contact info collection
- Floor plan + seating details
- Ceremony notes + family dynamics- Décor instructions
- Unlimited communication leading to wedding week

Set-up & Styling

- Setup of décor from VBR, couple, or venue
- Styling according to client instructions
- Required for all VBR floral rentals
- End-of-night teardown included

How it works

- Book your date
- Submit details 2-4 weeks out
- Vendor confirmations wedding week
- Full execution on wedding day

Vendor Management

- Confirm arrivals & responsibilities
- Direct load-in/setup- Troubleshoot issues quietly
- Keep all vendors on schedule

Guest, Family & Wedding Party Flow

- Direct guests
- Manage family photos
- Assist elderly guests
- Act as point-of-contact so couple isn't interrupted

End-of-Night

- Décor teardown
- Clean up
- Packing personal items- Final venue sweep

Timeline Management

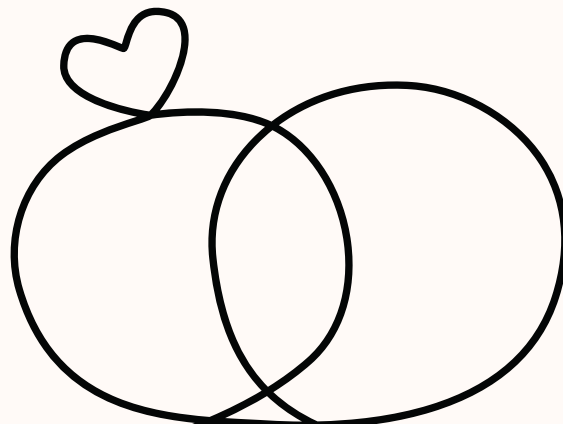
- Manage timeline provided by client
- Cue ceremony + bridal party
- Coordinate with photographer, DJ, and venue
- Oversee major reception events

Problem Solving

- Handle unexpected issues discreetly
- Vendor delays, wardrobe malfunctions, spills, weather, etc.

Not Included

- Timeline creation
 - Table/chair setup
 - Vendor booking/contract management
 - Transportation
 - Rehearsal Dinner assistance
- *Rehearsal assistance can be added for \$250.00+tax



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www.visionboardrental.com