

A. TAYLOR EVENTS

Welcome!

CONGRATULATIONS!

We are so honored you have chosen A. Taylor Events for day of coordination. From this moment forward, you have a partner in your corner who is just as invested in your day goin beautifully as you are.

This guide walks you through what happens between now and your wedding, what do expect from us, and how to reach us along the way. Keep it handy as your quick reference.



What Happens Next

Your coordination timeline, step by step.

1	<u>Details Questionnaire</u> You'll receive your client intake form covering your vision for your ceremony and reception, details about your wedding party, and vendors, so we have everything on record.
2	<u>Welcome Call: Planning Meeting</u> Following your submission of your intake form, we will schedule a call to begin planning all of the details for your wedding day
3	<u>Vendor Introductions</u> We'll reach out to your vendors to confirm arrival times and coordinate logistics directly.
4	<u>Timeline Build</u> Together, we'll build a detailed day of timeline and send the final version to you and your vendors for review.
5	<u>Final Walkthrough Call</u> The week before your wedding, we'll hold a final walkthrough call to confirm every detail is locked in. We will also attend your final venue walkthrough.
6	<u>Your Day</u> We arrive early, run the show, and handle any surprises, so you can be fully present!



Getting In Touch

How and when to reach us

_____ Email is best for detailed questions or anything you'd like in writing

_____ Text is great for quick, time-sensitive questions

_____ Regular planning meetings will be scheduled in advance to ensure we can all update each other

Email: info@a-taylorents.com

Phone/Text: 848-525-7039



Your First Steps

A few things to gather as you complete your questionnaire

- _____ Have your list of your booked vendors with contact info handy
- _____ Think through must have moments you want for the day
- _____ Note any details you already have (Ceremony start time, venue access hours)
- _____ Flag anything you're currently worried about, so we can build a plan

We can't wait to get started.

WELCOME TO THE FAMILY!