



Elite Events

Month of Coordinating Package



georgialiterentals.com

info@georgialiterentals.com

About Us

At Elite Event Rentals, we believe that every event should be as unique as the people behind it.

Our team of experts are prepared to go above and beyond to exceed our clients' expectations. From special events to venue management, we approach each project with a fresh perspective and creative vision!





Packages

Month of Coordinating

- Vendor contract review (client responsible for vendor selection and contracts)
- Up to 1 hour of Wedding Rehearsal management and complete execution of approved master timeline.
- Coordination with venue staff to execute wedding day details.
- Ensure a smooth transition between the ceremony, cocktail hour, and reception.
- Photography assistance as needed.
- Payment/Gratuities distribution.
- Secure placement of gifts, cards, and personal items.
- Overnight bag and getaway car coordination.



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Communication:

- Up to 2 consultations beginning three months out (approximately 1 month and week out from the wedding)
- Unlimited email communication from the point of booking.
- Bride will be advised based on our professional wedding planning system for checklists and floor plans

One month out:

- Site walk-through
- Review vendors' contracts
- Confirm final details with event professionals
- Approve ALL checklists (rentals, catering, entertainment, photographer)
- Provide brides with advice on any last-minute details



Month of Coordinating

One month out:

- Communication with all professionals and service providers for both events beginning 30 days before the
- Review and approve the detailed timeline created by the bride.

1 Week out:

- Approve final venue walk-through
- Finalize floor-plan (vendor locations and the final touches)
- Email communication and phone calls as needed (between office hours 9am - 5pm)
- Support obtaining COI's from vendors (if needed)



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Day-of Expectations:

- Be available to clients via phone from 8:00am, and in person from 9:00am.
- Full wedding day coordination for ceremony and reception for a period of up to 15 hours.
- Supervise the setup of decorations.
- Main point of contact for vendors throughout the event.
- Ensure all vendors arrive on time and assist with their setup.
- Handle payments and gratuity to vendors (paid by client)
- Coordinate all ceremony activities in line with the established timeline.



Month of Coordinating

Day-of Expectations:

- Ensure that the established timeline of events is strictly adhered to.
- Final inspection of ceremony and reception set-up as per instructions from Bride and Groom.
- Control time management for all aspects of the day, including coordinating with vendors, wedding parties, and family.
- Assist special requests.
- Wedding emergency kit (safety pins, tape, etc.).
- Assist with clean-up of ceremony and reception.
- Collection of all personal and décor items.
- Handle transportation arranged beforehand.
- Coordinate transportation of gifts, cards, marriage license, and personal items to a designated previously established location.



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Payment:

An initial 50% down payment is required to put a hold on the event dates. The final 50% balance payment will be paid to Elite Events no later than sixty days before the event.

*Any “Do It Yourself” items or vendors (for example, doing your own florals without floral staff or sourcing your own rentals without rental staff) that are to be completed by the client or expected of Elite Events to completed on the day of the event must be agreed upon beforehand and may be subject to an additional fee based upon the scope of work.

INVESTMENT: \$1,750

CONTACT US

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