

# Your Day of Planner

## Key Expectations & Differences

When	Responsibilities	Typical Venue Coordinator	Bull Meadow Day-Of Planner	Typical Wedding Planner
10-12 Months Prior	Creates a long-term planning outline		✓	✓
	Recommends vendors		✓	✓
	Ongoing support (monthly check-ins, guidance, answer questions)		✓	✓
	Manages budget & vendor payments, negotiates contracts			✓
6-8 Months Prior	8-month meeting (get to know you, check-in, next steps, preliminary floorplan)		✓	✓
	6-month check-in (planning progress, next steps)		✓	✓
	RSVPs & guest list management			✓
2-4 Months Prior	Final Details Meeting to create a thorough day-of timeline	Basic timeline	✓	✓
	Organizes vendor arrival and departure times		✓	✓
	Coordinates rental pick-up and drop-offs	✓	✓	✓
	Options for napkin colors and folds	One	Multiple	Multiple
	Decoration final vision and set-up/clean-up offerings		✓	✓
	Customized floorplan (VIPs, special accommodations, dietary needs, etc.)	Standard floorplan	✓	✓
Day Before & Day Of	Ceremony rehearsal and wedding party touch-base	✓	✓	✓
	Sets up tables, chairs, and linens	✓	✓	✓
	Timeline execution (keeping clients, vendors, and guests on track)	✓	✓	✓
	Time on-site with coordinator and/or Closing Team	Partial day	Full day	Full day
	Private bar service for wedding party while getting ready		✓	
	Set-up ceremony space and executes ceremony flow	✓	✓	✓
	Reception Wedding Attendant (drinks/appetizers, gather photo groups, support etc.)		✓	✓
	Dress bustling, veil removal, touch-ups, attire malfunctions		✓	✓
	Catering and dinner service oversight	✓	✓	✓