



PLANNING + DOC SERVICES

In-house Planning & Day Of Coordination services exclusive to

JX Venue & Loft 214

Venue Lead

Included in your venue rental

- Onsite building host
- A/V and lighting support
- Room flip assistance (if applicable)
- Primary point of contact for venue-related questions



Event Decorator \$495

Everything included in Event Lead PLUS the following

- Set-up of ceremony and reception decor including:
Guest book table, memorial, head table, centerpieces, cake table, etc.
- Set-up decor during room flip (if applicable)
- Move decor after ceremony
- Client to provide written or photo decor instructions

Day of Coordinator \$895

Everything included in Event Decorator PLUS the following

- 1 phone call or in-person meeting to discuss timeline + decor
- Distribution of timeline to all appropriate parties
- Coordinate rehearsal (if rehearsal space on-site is booked)
- 8 hours of onsite coordination (extra hours available)
- Management of overall event, including timeline, ceremony, vendor questions, vendor duties, etc.
- Greet vendors & guests, act as main point of contact throughout the day
- Cue wedding party and musicians throughout ceremony (on-site ceremonies only)
- Move decor as needed throughout the day
- Disperse tips and final payments to vendors as needed





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Expert Day of Coordinator

8 Hours - \$1395

12 Hours - \$1995 (Includes pack-up services)

Senior level expertise + day-of assistant included

Ideal for weddings with extensive decor or a larger guest count!

- 1 phone call or in-person meeting to discuss timeline + decor
- Distribution of timeline to all appropriate parties
- Coordinate rehearsal (if rehearsal space on-site is booked)
- 8 hours of onsite coordination with assistant (extra hours available)
- Management of overall event, including timeline, ceremony, vendor questions, vendor duties, etc.
- Greet vendors & guests, act as main point of contact throughout the day
- Cue wedding party and musicians throughout the ceremony (if ceremony on site)
- Move decor as needed throughout the day
- Disperse tips and final payments to vendors as needed

Expert Planning \$2995

Everything included in Expert Day of Coordination PLUS the following

- 25 hours of email correspondence with the Expert Planner
- 3 1-hour meetings
- Personalized vendor + decor recommendations
- Personally connect client with recommended vendors, oversee booking process
- Initial timeline meeting and timeline curation
- 12 hours of onsite coordination
- Disperse tips and final payments to vendors as needed
- Pack up and organize all client provided decor end of night

Tipping your coordinator is never required but always appreciated!

Questions? Contact us!

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