



WEDDING PLANNING WITH

H·S·R
graphics
Custom Wedding Stationer
& Day of Coordinator

www.hsrgraphics.com | heather@hsrgraphics.com | [@hsrgraphics](https://www.instagram.com/hsrgraphics)

WHAT IS A WEDDING COORDINATOR

and why do I need one?

Crafting the perfect wedding is a labor of love that involves meticulous planning, countless decisions, and thoughtful considerations. After month to over a year of dedicating your time to research, envision, and plan every detail, you want the big day to unfold seamlessly. Enter your Day of Coordinator – your secret weapon for turning those dreams into reality.

Distinct from a full wedding planner, a Day of Coordinator takes center stage on your special day to ensure that every element you've carefully orchestrated falls into place. Think of me as the conductor of your wedding symphony, seamlessly bringing to life all the notes you've written.

While a wedding planner guides you through the entire planning journey, a Day of Coordinator steps in when it matters most. By entrusting the execution to a seasoned professional, you can savor the joy of your wedding day without worrying about the logistics. Your vision becomes my mission.

From managing vendor coordination to overseeing the setup of your carefully chosen decor, think of me as the guardian of your wedding blueprint. My role is to meticulously execute the plan you've crafted, ensuring that your celebration unfolds just as you've envisioned.

By having me as your Day of Coordinator, you're not just hiring a professional; you're investing in the peace of mind that comes with knowing your hard work will be celebrated and flawlessly brought to life. So, take a step back, breathe, and relish in every moment – because on your wedding day, all you need to do is enjoy, while I handle the rest!





COORDINATION PACKAGES

Wedding Management

Wedding Management is the most popular package and is perfect if you are getting married at a banquet facility that has it's own catering.

Includes:

- intake meeting a month before the wedding
- lead coordinator & vendor support
- unlimited consultations
- vendor referrals
- vendor coordination
- develop itinerary & decor manifest
- assistance with floor plan
- vendor set up supervision
- reception set up of personal items
- centerpiece set up
- reception entrance coordination

- greet & assist guests | bride and groom
- assist with last minute details
- wedding date emergency kit
- welcome gift for bride and groom
- distribute final payments/gratuity to vendors
- *attendance/assistance at wedding rehearsal
- *ceremony coordination & setup

My personal stamp of approval and peace of mind that everything is taken care of

*Additional Fees may apply for Church Ceremony & Rehearsals

DIY Wedding Management

DIY Wedding Management is perfect for the backyard or rustic barn celebrations that require a little more planning and set up.

Includes:

Everything that is included in the Wedding Management Package

Venue visit

Table linens & full centerpiece set up

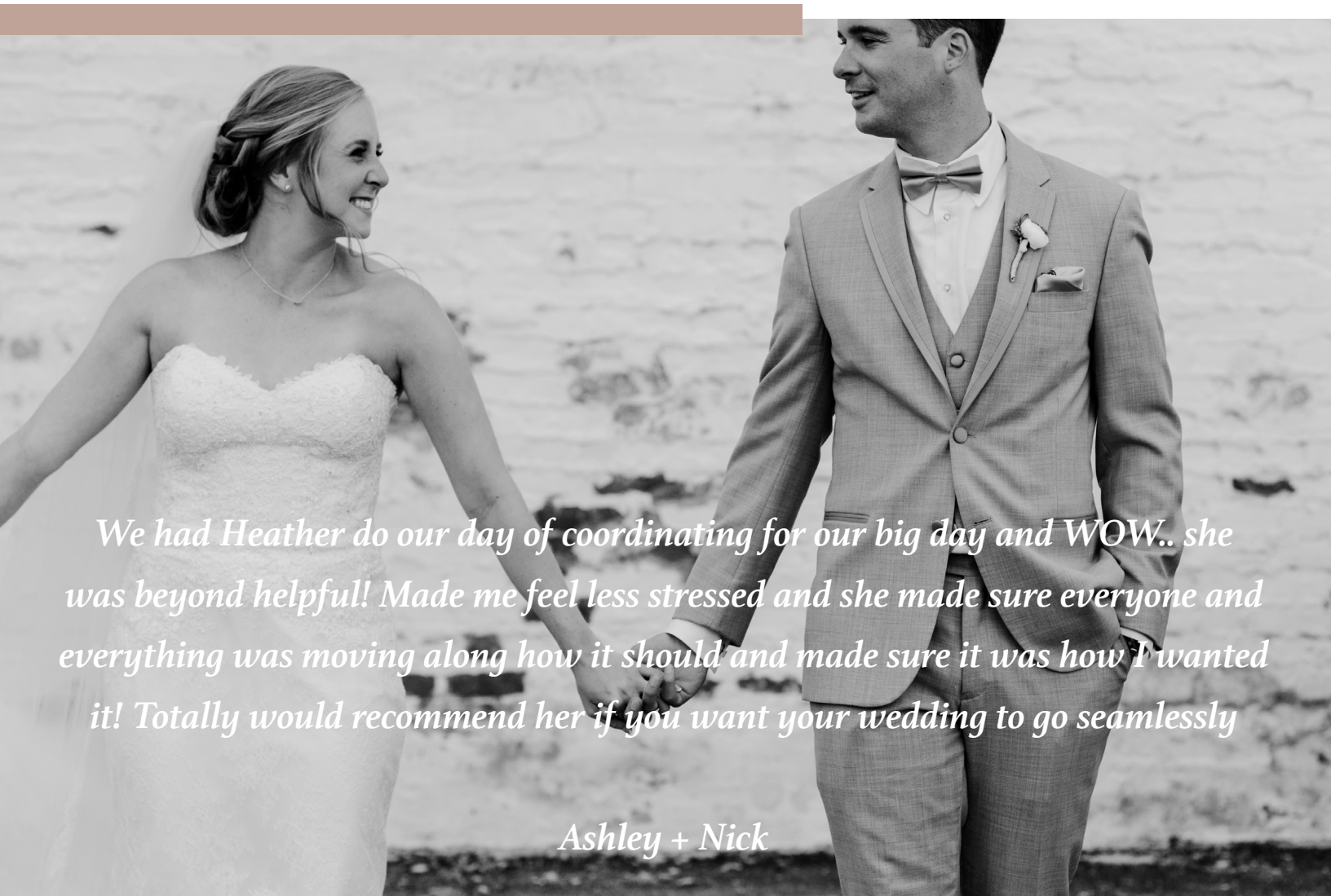
Table & chair set up

2nd coordinator (if necessary)

Rehearsal Coordination

Ceremony set up/teardown

Teardown of reception



We had Heather do our day of coordinating for our big day and WOW.. she was beyond helpful! Made me feel less stressed and she made sure everyone and everything was moving along how it should and made sure it was how I wanted it! Totally would recommend her if you want your wedding to go seamlessly

Ashley + Nick

Partial Planning

Partial Planning goes one step further from “Day of Coordination”. In addition to being there the day of the wedding I will also provide more hands on planning, throughout the months/year leading up to your big day.

Includes:

Everything that is included in the Wedding Management Package

2-3 In person “planning” sessions

Budget outline

Vendor recommendations (in detail)



Heather was our coordinator and oh my goodness, she was the best!! Heather is fun, kind, professional, organized, and great at communicating! She helped with tasks, organizing, and was the main reason I was not overwhelmed or stressed the month of our wedding. Looking back, I have no idea how our day would've happened as perfectly as it did without her. Please do yourself a favor and book

Heather as your coordinator as a wedding gift to yourself!

Dominique + Andrew

Set up Management

This package is great for the couple that may not need all the perks of a coordinator but still needs assistance with setting up some personal items and decor management.

Includes:

intake meeting
decor manifest set up
set up of personal items for reception



Plan and Prep

Includes:

intake meeting 2 months before
decor manifest & timeline set up
follow up call 1 week before wedding

INVESTMENT!

Partial Planning
Starting at \$2500

Wedding Management
\$1500

DIY Wedding Management
\$2500

Set Up Management
\$550

Plan & Prep
\$300

*pricing is based on up to 50 miles.
final price will be determined based on number
of locations & distance
No travel fees for Traverse City

ADD ON SERVICES

rehearsal & ceremony
coordination \$150-\$250

tear down services \$250

RSVP coordination \$75



Hi, I'm Heather

I am a small town mama with a passion for stationery. I fell in love with the wedding industry so I decided to try my experience at coordination. I have to say, I am so glad that I did. I love being able to help each of my couples enjoy their big day.

You dream it, I execute it

I make your dreams a reality. From start to finish, I ensure your wedding runs seamlessly, leaving you and your loved ones stress-free and able to savor every moment. Your big day is my priority, and I guarantee it will be flawless.

