



OUR SERVICES

Where troubles melt like lemon drops.



MEET WEDDING DAY GIRL

ELEVATED DAY OF WEDDING SERVICES

HAPPY TO MEET YOU.

We are Kylie & Amina, wedding team partners that have worked to build a unique system and team that not only builds confidence in our couples, but also delivers something other companies that offer an array of full planning services do not have the bandwidth to do. We offer quality day of planning and coordination services with unlimited communication included and we are the only company in Austin that specializes in day of wedding services.



Our large team cares about your wedding no matter your style, size, or budget. At Wedding Day Girl our team believes every wedding day deserves to have a quality experience with an experienced coordinator not a junior or a secondary person training to be a wedding planner. We have been handsomely awarded the title as the best day of coordinators in Austin, TX, and we know it's because we deliver a perfectly planned, well-executed wedding day. We fill the gaps or your planning, make sure nothing is left behind, solve issues, offer tried and true advice on design elements, and graciously support you and all of those involved in your big day.

with grace and gratitude, Wedding Day Girl





What we hear...

CLIENT EXPERIENCE IS OUR PRIORITY.

"WHEN MY SISTER WAS MARRIED, THE VENUE SAID THEY WOULD DO "DAY-OF" FOR HER, IT WAS A COMPLETE DISASTER, THEY DIDN'T PUT ANY OF HER DECOR IN THE RIGHT SPOTS AND ONE OF HER VENDORS WAS LATE AND THEY DIDN'T EVEN REALIZE IT BECAUSE THEY WERE SHOWING ANOTHER COUPLE THE VENUE. I DIDN'T WANT TO MAKE MY SISTER'S MISTAKE. I AM SO HAPPY I FOUND WEDDING DAY GIRL, I COULDN'T BELIEVE HOW MUCH I NEEDED HELP THE LAST MONTH, THEY MADE ME FEEL EXTREMELY CALM AND COMFORTABLE HANDING OVER MY WEDDING TO THEM! I ALSO LOVED THAT I COULD REACH OUT TO THEM ANY TIME I HAD A PROBLEM. WEDDING DAY GIRL REALLY CARES. BEST INVESTMENT I MADE FOR MY WHOLE WEDDING!"





DAY OF COORDINATION

\$3500 | UNLIMITED HOURS

*Includes Setup & Cleanup

We are the final details to your design, stylized advice to your finishing touches, and the experienced answers to all your unanswered questions - we are your Wedding Day Girl.

You will go into your wedding feeling confident you have someone who cares about elevating not only your experience, but also your family & guest experience when you hire our team. Don't let all of your hard work and wedding planning have hiccups on the most important day of your life.

HOW THINGS BEGIN.

- Unlimited communication, yes you read correctly "Unlimited", with an experienced wedding coordinator beginning at the time you sign contract. When you secure your contract with us prior to this service beginning 6-8 weeks before your day, we are here to support and get to know you through your planning journey - let's be friends!
- Minimum of Three (3) Coordinator meetings - Some of these meetings will include an introduction to you and your wedding to discuss your wedding day logistics including your wedding vision, decoration setup needs, and hired vendors. An extensive wedding blueprint timeline meeting to understand all of your planning. Finally, thorough wedding communication with your venue and vendors. By the end we will have compiled a wedding packet that includes a venue and vendor contact sheet, wedding layout, wedding party / family itinerary, and wedding weekend production itinerary.
- 1 Hour Rehearsal. If your venue has events the day before, we will schedule rehearsal the same day as your wedding and modify it as needed when those important people are available. If your rehearsal is outside of Austin city limits, there may be nominal travel charges.



DAY OF COORDINATION

\$3500 | UNLIMITED HOURS

*Includes Setup & Cleanup

HOW THINGS BEGIN...

- Unlimited Wedding Day Coordination - we are the first vendor to arrive and the last vendor to leave.
- Immediate access to our online client portal - which features a number of valuable tools to help you in the planning process - our recommended vendor list, a comprehensive wedding checklist, guest list manager, budget tracker, inspiration, and even auto-reminders to set up for when vendor payments are due - you will love this planning perk of being a client of ours! We will even setup your layout in the portal so you can start playing around with tables and chairs.
- Wedding Day Assistant (s) (as needed at the discretion of the wedding coordinator based on the size of your event) at NO additional cost to you. We have a large team ready to jump in as needed. We average 2-3 assistants per large event.
- As a client of ours, you get other bonuses, wedding purchase list, vendor referrals, and discounts.

COORDINATION & LOGISTICS

- We develop a blueprint for the last 6 weeks of your planning process - including assigning tables, venue & vendor communication, and wedding weekend planning for family & friends.
- We extensively review orders, wedding service contracts, and catering event orders, as well as contact and communicate with the venue and vendors to ensure accuracy, setup, timing, and vendor needs. Our goal is to make sure all the stars are aligned before the wedding day.
- We create our signature Wedding Weekend Itineraries for your Wedding Party & Family so everyone knows where to be and when.



DAY OF COORDINATION

\$3500 | UNLIMITED HOURS

*Includes Setup & Cleanup

COORDINATION & LOGISTICS...

- Unlimited Wedding Day Coordination - we are the first vendor to arrive and the last vendor to leave.
- Immediate access to our online client portal - which features a number of valuable tools to help you in the planning process - our recommended vendor list, a comprehensive wedding checklist, guest list manager, budget tracker, inspiration, and even auto-reminders to set up for when vendor payments are due - you will love this planning perk of being a client of ours! We will even setup your layout in the portal so you can start playing around with tables and chairs.
- Wedding Day Assistant (s) (as needed at the discretion of the wedding coordinator based on the size of your event) at NO additional cost to you. We have a large team ready to jump in as needed. We average 2-3 assistants per large event.
- As a client of ours, you get other bonuses, wedding purchase list, vendor referrals, and discounts.

REHEARSAL DAY

- We receive all your wedding decorations prior to your wedding day and transport it to the venue for our wedding day setup. This isn't a requirement, we want to make it convenient for you, often times couples will bring decor to the wedding venue and that works just as well for us too.
- We direct a fun wedding rehearsal including processional (how to walk in), where to stand, where to sit, readings, songs, recessional (how to walk out), misc. timing, answer any questions on when and where to be on the big day, and make announcements as needed. If your wedding is in a church, we will attend to jump in where necessary to support all the things that are important to you. We love the opportunity to meet your wedding party and family too.
- If you are looking for some additional help with rehearsal dinner or welcome event help - check out our rehearsal services at this link.



DAY OF COORDINATION

\$3500 | UNLIMITED HOURS

*Includes Setup & Cleanup

WEDDING DAY

- Wedding day hours are unlimited for our team - we make sure everything including all wedding decorations are set up and everything is cleaned up at the end of the night - this can be anywhere from 6-15 hours depending on how extensive your wedding.
- We are hands-on with our couples, family, wedding party, and guests. If there are needs, we take care of those for you - things like making sure your hair and makeup team have a schedule, assisting with wedding attire, photos as needed by photographer, distributing personal flowers, bustling the wedding gown, timely transportation to and from the event, making sure everyone has drinks in hand, the list goes on and on - we are there for you and all parties involved.
- We supervise and ensure vendors arrive on time, are ready to set-up according to your signed contracts, and give vendor direction with regard to their requirements or needs.
- We run entertainment sound and lighting checks for the ceremony, cocktail, and reception as well as assist in running music or adjusting dimmers for lighting when applicable.
- We do the heavy lifting and transport your wedding decorations onsite including, but not limited to wedding items like programs, guestbook, table numbers, escort cards, place cards, menus, signage, favors, linens, etc. We manage all setup and cleanup on the wedding day for you.
- Upon arrival to your wedding location, we review the wedding layout, table placement, chair and each and every piece of flatware, glassware, charger, etc, Nothing will be missing from your setup.
- We coordinate all flow of events on the wedding day as your single point of contact from ceremony, to marriage license signing, grand entry, toasts, first dances, cake cutting, bouquet and garter toss, last dances, grand exit, send off, misc. entertainment.



DAY OF COORDINATION

\$3500 | UNLIMITED HOURS

*Includes Setup & Cleanup

WEDDING DAY

- We coordinate food and beverage service with the venue or caterer as needed.
- We assist in making sure your gifts get transported and gift cards by your point person to a specific and secure location.
- We ensure all decorations that were brought to the property is removed and secured in a location to be returned to you and nothing left behind - even guest's jackets, phones, or high heels.
- We do an end of the night walk-thru with the venue to ensure any final clean-up or assess any damages that may have occurred to the property - we are your liaison.
- We come with an emergency kit for any needs you or a guest may have throughout the event - everything from first aid to a sewing kit, Tylenol, allergy and everything in between.



*We want to
make sure
you are
smiling on
wedding
day!*





LITTLE COORDINATION



\$2000 | 6 HOURS

PRE-WEDDING LOGISTICS

- Unlimited one-on-one communication with experienced and trained Coordinator leading up to the big day - with vendor referrals as needed.
- Immediate access to our online client portal - which features a number of valuable tools to help you in the planning process - our recommended vendor list, a comprehensive wedding checklist, guest list manager, budget tracker, inspiration, and even auto-reminders to set up for when vendor payments are due - you will love this planning perk of being a client of ours!
- Itemized worksheet to help you organize your inventory and your vendor list for the vendors final confirmations and needs.
- 1-hour meeting to go over wedding vendors and expectations, wedding decor, placement, overall look, room layout, and wedding timeline 4 weeks before the big day.
- Customized floor plan with correct table numbering and placement. Guidance on table cloth sizes and table size needs.
- Transportation of inventory to the wedding location is also available with this package.
- As a client of ours, you get other bonuses, wedding purchase list, vendor referrals, and discounts.



LITTLE COORDINATION

\$2000 | 6 HOURS



WEDDING DAY

- 5 - hours of onsite setup and coordination service by your Wedding Day Coordinator on the day of your wedding - including setup of ceremony items, altar decorations, petals, programs, escort cards, place cards, table numbers, cake cutting items, centerpieces, flowers, tablecloths (linens), champagne flutes, signage, bar decor, engagement photos, basic DIY decor, lawn games, and props, etc.
- Upon arrival at your wedding location, we review the wedding layout, table placement, chairs, etc, so nothing is missing from your wedding setup.
- We supervise and ensure vendors arrive on time and are ready to set up according to your signed contracts while giving vendors direction with regard to their requirements or needs.
- We will set up all your wedding decorations (with the exception of over 30 guests - dining tables, chairs, and items needing a large ladder for hanging). Your caterer is usually responsible for the table and chairs of more than 30 guests and if you are having food dropped instead of a catering team to set tables and chairs, Groomsmen usually can fill this role and we can guide them so it's done correctly.
- Depending on how we coordinate the timing of your 5 hours - we can coordinate the flow of events on the wedding day as your single point of contact from sending you down the aisle in the wedding ceremony, getting guests to cocktail hour, wedding party grand entry, toasts, first dances, cake cutting, etc. We can do it all depending on what you need.
- If additional hours are needed, you can add up to two additional hours. We charge an \$150 per hour.





WEDDING STYLING

\$5500 | UNLIMITED HOURS

We are known among all our industry mates and planners alike, that we are some of "THE BEST" in helping you understand what you love about your wedding vision, referring the vendors that can bring to life the vision, and coming up with creative ways to make really gorgeous things happen without overspending your wedding design budget.

Our event design development process helps unfold your wedding inspirations and bring them to life. We envision each aspect of the day from floral arrangements, lighting design, place settings to guest experience and the overall ambience we help create. It's all in the details and we are ready to help you understand what you are looking for and deliver impeccable wedding style.

DESIGN & IDEATION

After an initial gathering of preferences, inspiration, or ideas, we have a comprehensive design meeting to discuss a cohesive and personalized wedding design concept. Your wedding design will include proposed decor for all spaces - ceremony, cocktail, reception, tabletop ideas, rentals, linens (or table cloths napkins), ceremony & reception stationary ideas, personalized details, and further development of wedding color palette & textural elements, etc. Our goal is curate a wedding concept that you love and that will deliver a experiential wedding for you, your family and guests. From there our design board, style guides, and inspiration will guide us to achieving your overall wedding look.

VENDOR PROCUREMENT

With a design board in hand we begin the process of curating a vendor team that we know can help develop your wedding vision. Setup, attend (on your behalf) all vendor meetings related to designing your wedding, and later present you with coordinated, negotiated & reviewed vendor proposals and orders - including floral and décor design, rentals, lighting, chairs, lounges, custom bars, linens, tenting, charger plates, invitations, save-the-dates, and other stationary including - programs, escort cards, and personalized signage, and favors, etc. You are welcome to join, however oftentimes, we save you time and handle this for you. We are always transparent about our orders - they are always yours.

REVISIONS & FINALIZATIONS

We see your design through up to wedding day. We value your input and will work closely with you to make any necessary revisiWedding Decoration Setups or adjustments to the design orders and proposals ensuring that it perfectly reflects your vision and preferences. You will have the ability to make edits leading up to the wedding week depending on your contracts. You also have the option to add on our Wedding Decoration Setup service for the big day. This package allows us to be on-site to oversee the setup and implementation of the design, ensuring that every detail is executed flawlessly, creating a stunning and memorable experience for you and your guests.



DECOR SETUP

\$650 | 4 HOURS

*This package is included in our Day of Package



- One-on-one communication with experienced and trained setup coordinator leading up to the big day.
- Itemized worksheet to organize your wedding inventory.
- 1-hour meeting to go over wedding decorations, placement, overall look, room layout, and even help you with your timeline a couple of weeks before your wedding if time allows.
- Transportation of inventory to the wedding location can be an option depending on qty of decor.
- 3 onsite hours of setup service by an experienced Wedding Day Girl setup coordinator on the day-of - including setup of ceremony items, programs, escort cards, place cards, table numbers, cake cutting items, champagne flutes, photos, basic DIY decor, lawn games, and props, etc. If additional hours are needed because of the complexity or quantity of decorations you can add at the rate of \$150 per hour.
- We set up all your decorations with the exception of dining tables and chairs over 30 guests.

When you are getting close to the big day and you start to realize that putting people in charge of your wedding decorations and what you envision for your wedding look and all your efforts, may or may not go as planned, we are your go-to Wedding Day Girls!

One thing is for certain, our designer background and years of wedding planning will put you at ease that your wedding decorations will be set up exactly how you wanted, and if any issues arise, we are able to think quick on our feet and make decisions to solve any wedding day decoration malfunctions.



WEDDING PARTY CONCIERGE

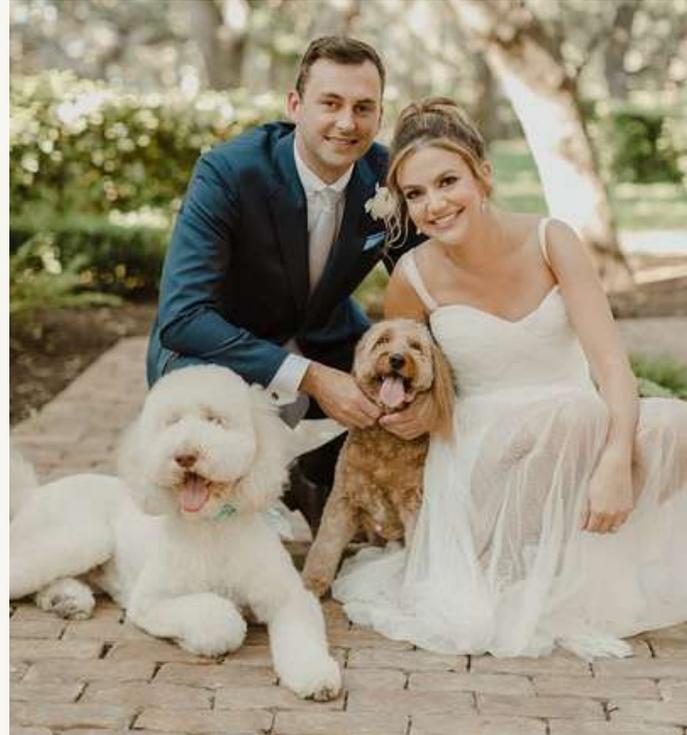
\$2000 | 8 HOURS

The getting ready suites or rooms are usually full of energy - wedding party, moms, dads and sometimes even guests popping in and out to say hello. Champagne and brunch are usually in full swing. The only thing you are missing is a Wedding Party Concierge to help you throughout the getting ready process.

Sometimes referred to as a wedding personal assistant, a wedding fairy, a wedding party liaison, or as plain and simple - a wedding day helper. Our Wedding Party Concierge assists many other wedding planning companies and their wedding assistants helping make the day run smoother for the couple's getting ready process.

A SMALL LIST OF THINGS A WEDDING PARTY CONCIERGE MIGHT DO.

- Helps set out & pack away wedding brunch.
- Keeps the room tidy throughout the getting ready process to ensure the rooms remain clean for photos.
- Hangs the wedding dress or suit on appropriate photo-ready hangers.
- Keeps hair and makeup + photographer on timeline.
- Gets the couple, parents, & wedding party dressed and ready on time.
- Helps pack up personal belongings to make sure items are ready for the honeymoon suite.
- Walks around holding the dress/suit coats for the couple during photos with water and a sweat towel to make sure everyone looks great.



NEED HELP FOR OTHER EVENTS?

If you need a wedding helper for other events you may hosting, let us know and we will gladly see how we can assist with additional support or help for the big day!



A watercolor illustration featuring lemons, green leaves, and a hummingbird. The lemons are in shades of yellow and orange, with some showing texture. The leaves are in various shades of green. A hummingbird with iridescent green and purple wings is shown in flight on the right side. The background is a light, textured wash of these colors.

06

THE FOUNDERS
COLLECTION

Contact us for pricing.



HOURLY SERVICES

\$150 | PER HOUR

*For our existing clients ONLY

When you are knee-deep in Wedding Planning and you just need help here or there, add on hours as needed. Often we find our clients may hire us for Day of Wedding Coordination, Wedding Decoration Setup, or may just be looking for added consulting as you plan your wedding on your own. Couples may want us to help with a party or extra help leading up. We are here to assist in anything your heart needs. Check out the list of things people have hired us to do for them by the hour! If you need something that isn't listed, we likely have done it, so let's talk about it!! We are here to help where you need, where we can. You have our full support.

THINGS YOU MAY NEED US FOR

DESIGN

- Style & Design a Head Table and Guest Tables
- Proposal/Engagement Planning
- Assist with wedding paper, signs, invitations
- Plan Wedding Parties (rehearsal dinner, showers, bach party, etc.)
- Decorate Honeymoon Suite, Getting ready Room, etc
- Create the perfect ceremony script, vows, readings

VENDORS

- Recommend Venue and/or Vendor List
- Review & Negotiate Vendor Contract
- Venue Walk-Thru & Floor Plan; Food Tasting
- Attend Floral, Rental, Paper, Dress Shop Meeting
- Onsite contact change space from ceremony to reception
- Rental Pickups or Returns; Receive and sign for deliveries

LOGISTICS

- Create Wedding Day or Wedding Plan Timeline
- Shop, Purchase, Organize Wedding Decor
- Conduct Wedding Rehearsal
- Assemble & Deliver Welcome Bags, Favors, Gifts
- Be an onsite family wedding assistant for the day
- Organize Transportation and be onsite contact





WEDDINGDAYGIRL.COM

FAQ

FOR A MORE COMPREHENSIVE FAQ LIST VISIT OUR WEBSITE

Are your prices negotiable?

We are willing to work with our clients to make their budgets work. If you want to work with us, reach out to us and we can discuss options before you go elsewhere! Don't hire a jr. coordinator!

What is your cancellation?

We don't charge for moving your date, however, if you need to cancel, we allow our clients to use the fees towards any other hourly event planning services - even non wedding related!

What is your contract & deposit process?

After you decide what package, we draft an electronic contract thru our client portal in 24 hours. You will have a 50% deposit at the time of signing & then 50% 30 days before your event. We accept all forms of payment. Then we give you access to the client portal.

Do you give referrals?

100% we want you to have a great wedding experience. We will gladly refer you as needed throughout your wedding planning!

What kind of communication will we have?

Unlimited communication. We welcome questions, giving advice, supporting you, etc. The more we get to know you, the BETTER your day will be. Email, call or text.

Do you work with parents?

We love working with parents and anyone else involved in your wedding and we welcome UNLIMITED communication with us!

Do you get discounts?

Yes! And we pass all discounts on to you. Check with us before you have working order so we can help!



LET'S WORK TOGETHER.



NEED MORE HELP PLANNING? BUY OUR BOOK
WWW.BESTWEDDINGEVERBOOK.COM/

"Where troubles melt like lemon drops"

EMAIL

info@weddingdaygirl.com

WEBSITE

weddingdaygirl.com

PHONE

512.521.6485