

COORDINATE & CAPTURE

Services & Pricing Guide

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WWW.COORDINATEANDCAPTURE.COM



Hello there!

This guide was created for couples who have planned their wedding and want experienced support bringing everything together. Inside, you'll find what our coordination service includes, how our process works, pricing, and what to expect as your wedding approaches.

You've made the decisions and planned the details. Now it's time to bring them together. Whether you need support completing what's left or are ready to hand off the final logistics, we step in with an organized process designed to carry your plans through to the wedding day.



Candace

Founder, Coordinate & Capture



Why Work with Us

Coordinate & Capture was created for couples who have already put in the work to plan their wedding and want a team they can trust to bring the details together. Our approach is organized, thoughtful, and focused on helping you enjoy the celebration you planned.

Wedding coordination is more than watching a timeline. It means knowing the plan, communicating with vendors, anticipating what needs attention, and keeping the many moving pieces connected throughout the day.

We Are A Good Fit If

- ✓ You value clear communication and collaboration throughout the process.
- ✓ You want your family and friends to celebrate, not manage the wedding.
- ✓ You trust your coordinator to offer guidance based on experience.
- ✓ You've started planning your wedding and are ready for support bringing the remaining details together.
- ✓ You want someone keeping your vendors, timeline, and logistics connected.
- ✓ You want to be present for your wedding instead of keeping track of what happens next.

We Are Not A Good Fit If

- ✗ You're looking for someone to plan your entire wedding from the beginning.
- ✗ You want to remain the main point of contact for vendors on the wedding day.
- ✗ You need full venue setup, breakdown, serving, bussing, or cleanup.
- ✗ You're not comfortable handing off logistics or allowing day-of adjustments.
- ✗ You need extensive décor installation or complex assembly.
- ✗ You're looking for staffing rather than professional wedding coordination.



Wedding Day Coordination

You've done the planning. Beginning approximately eight weeks before your wedding, we step in to bring the details together, finalize logistics, and prepare for the wedding day so the plans you made are carried through with care.

LET'S WORK TOGETHER

WHAT'S INCLUDED:

From final details to wedding day.

- ✓ Three virtual meetings to review your timeline, logistics, and final details.
- ✓ Custom wedding-day timeline, final vendor communication, and confirmations.
- ✓ Rehearsal coordination + up to 10 hours of wedding-day coordination.

YOUR INVESTMENT

\$2,000

Prices are subject to change. Pricing is not guaranteed until your agreement is signed and your date is officially reserved.

Partial Planning



For couples who have started planning but need support completing the details. Beginning six months before your wedding, we step in to organize what's in place, work through what's left, and guide the remaining planning before transitioning into coordination.

LET'S WORK TOGETHER

YOUR INVESTMENT
\$3,000

WHAT'S INCLUDED:

Everything in Wedding Day Coordination, plus:

- ✓ Review of your existing plans to identify remaining details and priorities
- ✓ Assistance sourcing up to three remaining wedding vendors based on your needs
- ✓ Up to three additional planning meetings for remaining decisions and logistics

Prices are subject to change. Pricing is not guaranteed until your agreement is signed and your date is officially reserved.

Additional Services



Wedding Weekend Coordination

Pricing based on scope

Add coordination for a welcome party, rehearsal dinner, farewell brunch, or another wedding weekend event.

Wedding Content Creation

Pricing based on scope

Add a dedicated content creator to capture candid, behind-the-scenes moments throughout your wedding day.

Additional Hours

\$100/hr based on availability

Extend your wedding-day coordination beyond the 10 consecutive hours included in your package.

Prices are subject to change. Pricing is not guaranteed until your agreement is signed and your date is officially reserved.

How It Works

1 INQUIRE ABOUT YOUR DATE
Tell us about your wedding, including your date, venue, guest count, and where you are in the planning process.

2 LET'S TALK DETAILS
We'll connect to talk through your wedding, answer questions, and make sure our coordination service fits what you need.

3 RESERVE YOUR DATE
Ready to move forward? Sign your agreement and submit the 50% non-refundable retainer to officially reserve your date.

4 WELCOME TO C&C
You'll receive your next steps and client access. From there, we'll begin your service according to your selected package and guide you through what comes next.



COMMUNICATION

EMAIL

hello@coordinateandcapture.com

WEBSITE

www.coordinateandcapture.com

SOCIAL MEDIA

[@coordinateandcapture](https://www.instagram.com/coordinateandcapture)

SERVICE AREA

Chicagoland
Northwest Indiana
Travel Available

What Coordination Includes

WEDDING DAY TIMELINE

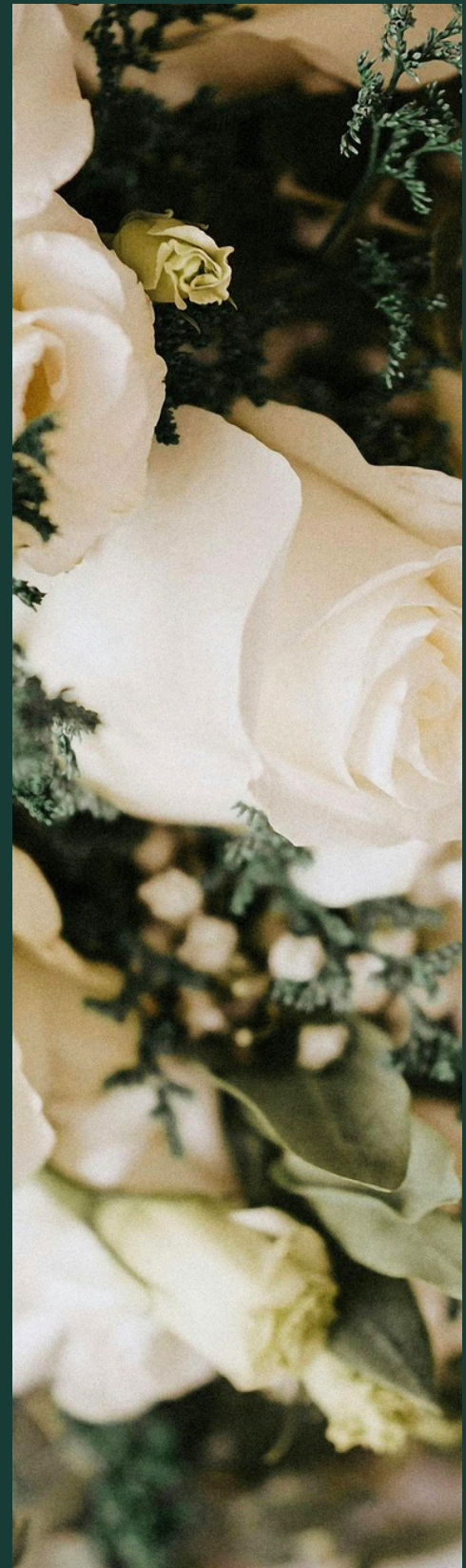
1 A detailed timeline bringing your vendors, formalities, transitions, and important wedding-day details together.

VENDOR COMMUNICATION

2 Final communication with your vendors to confirm timing, arrival details, logistics, and wedding-day expectations.

REHEARSAL COORDINATION

3 Up to one hour of rehearsal coordination to guide your wedding party through the ceremony plan before the wedding.





4

WEDDING DAY SUPPORT

Up to 10 hours of on-site coordination to oversee the details, manage logistics, and keep your celebration moving.

5

CEREMONY & RECEPTION

Coordination of your ceremony, reception, formalities, important moments, and transitions throughout the celebration.



6

DETAILS & DÉCOR

Oversight of your personal details and décor to help make sure everything is placed and carried through as planned.

7

ORGANIZED PROCESS

Clear communication, scheduled touchpoints, and an organized process so you know what to expect and what comes next.



*Five stars isn't enough for
the time, energy, and heart
you put into making our
special day unforgettable*

Candace, thank you for everything you did to make our wedding so beautiful and memorable. Your hard work did not go unnoticed. You were truly a blessing throughout the entire process, and I would highly recommend you to anyone planning their wedding.

- ANDREA & ELIJAH

[See more reviews on Google](#)

[View more reviews on Zola](#)

Frequently Asked Questions

When do you step in?

Wedding Day Coordination begins approximately eight weeks before your wedding. Partial Planning begins approximately six months before the wedding before transitioning into our coordination process.

Is rehearsal coordination included?

Yes. Your coordination service includes up to one hour of rehearsal coordination to prepare everyone for the ceremony.

How many hours are included?

Your package includes up to 10 consecutive hours of wedding-day coordination. Additional hours are available if needed.

Do you communicate with our vendors?

Yes. We handle final vendor communication and logistics so everyone has the information they need for the wedding day.

How do we reserve our date?

A signed agreement and 50% non-refundable retainer are required to officially reserve your wedding date.

Let's Get Started!

You've planned the wedding. Now let us help bring the details together. If Coordinate & Capture feels like the support you've been looking for, we'd love to hear about your wedding.

Tell us a little about your celebration, check availability for your date, and take the next step toward having someone else handle the details while you enjoy the moments.

[CHECK YOUR DATE](#)[VISIT OUR WEBSITE](#)

Thank you for considering Coordinate & Capture for such an important day. It would be an honor to support you, bring the details together, and help make room for you to simply enjoy your wedding. I can't wait to hear what you're planning!

Candace



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