



Wedding Coordination and Planning

with
*Oregon Wine Country
Weddings and Events*



Pre-Wedding Day Services

- Two (2), Client/Planner meetings (in person or virtual)
- Unlimited contact via email
- 12 month detailed Planning Checklist
- List of vendors we know and trust
- Review of all vendor contracts, as needed
- Venue site visit to design floor plan
- Detailed timeline creation and custom timeline for vendors, wedding party and couple
- Etiquette advisement, as requested
- Assistance with wording of all invitations, as requested
- Check-ins to ensure the planning process is smooth

Rehearsal and Wedding Week



Week of Wedding

- Coordinate ceremony rehearsal at the venue
- Design processional/recessional order and timing
- Distribute detailed wedding day itinerary to wedding party, family, vendors
- Confirmation of all wedding vendors and arrival times
- Organize wedding day items (marriage license, guest signing item, cake decor, toasting flutes, ceremony/reception decor, programs, seating chart, signage, and all things wedding)

Wedding Day

- Assistant coordinator(s) included for weddings over 50 guests
- Manage flow and timing of the ceremony and reception
- Set up for both ceremony and reception-no work for family/friends!
- Acts as a liaison between wedding party, family members, and vendors
- Use of our extensive “Day of” Emergency Kit

Ceremony

- Supervise the set up of all hired wedding pros at the ceremony location
- Manage bridal party bouquet/boutonniere distribution
- Coordinate with venue staff on ceremony set up
- Design a “run of show” with officiant and DJ
- Line up and cue wedding party and DJ
- Oversee marriage license duties and signing

Reception

- Collaborate with wedding professionals' set up & ensure all commitments are fulfilled
- Cue couple, family members, and wedding party for timing of important events throughout the reception
- Assist band or DJ timing (i.e. grand entrance, cake cutting, bouquet toss, dances, toasts)
- Maintain timeline and adjust as needed
- Communicate with catering/venue staff to ensure timely cocktail hour and meal service
- Ensure the couple has food & drink throughout
- Tear down and store all decor and floral for load out



An outdoor wedding ceremony setup in a vineyard. Rows of white folding chairs are arranged on either side of a gravel aisle. In the foreground, there are several large woven baskets filled with white hydrangeas and baby's breath. At the end of the aisle, a wooden arbor stands between two large wooden barrels, each decorated with a large bouquet of white flowers. The background features a vineyard with green grapevines and a line of evergreen trees under a clear blue sky with a few wispy clouds.

Kind Words from our Couples

2026 Pricing



Coordination

Unlike a Full or Partial Wedding Planner, a Coordinator is for clients who want to handle most of the planning themselves with some guidance from a coordinator's expertise. However, when the final **8 weeks arrive**, they want a wedding pro to take over, let them relax, and ensure everything comes together smoothly. This is where Oregon Wine Country Weddings comes in! Don't worry - we will check in on you throughout the planning process, creating a stress-free experience with us in your corner.

Your investment: \$2000 (50% to book and hold the date)

Ghost Hill Cellars and Black Walnut Inn couples receive a \$300 discount on coordination services

Getting married in 2027? Receive 2026 pricing thru June 2026!!

Looking for other options or more information?

www.cheerstoevents.com or lolidupuis31@gmail.com

Partial Planning + Coordination Services

In addition to Coordination services, Partial Planning includes:

- ★3 virtual/call/in-person sessions for planning
- ★budget meeting and creation of budget
- ★concept and design guidance for venue, reception, and ceremony
- ★planning checklist managed by us both
- ★Source vendors, create meetings, guide the vendor selection process
- ★management of all rentals (ordering and delivery/return by the vendor)

Your investment: \$2800 (50% to book and hold the date)

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Full Wedding Planning + Coordination Services

In addition to Coordination and Partial services, Full Wedding Planning includes:

- ★ 4 virtual/call/in-person sessions
- ★ Budget discussion, creation, and tracking of all expenses
- ★ Concept and design for both ceremony and reception
- ★ Source vendors, create comparison charts, and manage the selection process
- ★ Act as the main point-of-contact for all vendors throughout the planning process
- ★ Schedule and manage rehearsal dinner arrangements
- ★ Coordinate and attend all meetings and tastings with the couple
- ★ Arrange hotel blocks, ground transportation, childcare, as needed
- ★ Management of all rentals (ordering and delivery/return times by the vendor)

Your investment: \$3800 (50% to book and hold the date)

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