



DJ Pasha Entertainment

Event Experts: Spinning Your Day Your Way 818.648.1223 djpasha-ent.com

Wedding Coordinator/Planning Services

Full Service Wedding Planning

Our wedding planning team will advocate to create Your Day Your Way. Full service wedding planning ensures you have the best vendors, which we have worked with on many weddings around the world and can ensure a flawless day.

In our planning process we will organize all of your vendors, details, and invoices for a “stress free” experience. We will be responsible for creating a detailed timeline 2 weeks prior to your Wedding date. We will contact the vendors for formal introductions, check timelines, confirm day-of contact information and review copies of all contracts to clarify all contractual obligations from all vendors. After discussing our couple’s vision for their ceremony, your wedding coordinator would also be in charge of running the wedding rehearsal and dinner or brunch. And on the day of the wedding our responsibilities would be to be present at the venue and ensure every detail is set up the way our couple has envisioned it. We will be the liaison between our couple and the vendors for the entire day. This greatly relieves our couple of unnecessary stress, which is our job, and what being a wedding coordinator is really all about. During the ceremony and reception your wedding coordinator’s responsibility is to ensure everything runs smoothly. The goal is to adhere to the timeline, but in the event that this isn’t possible, it is the wedding coordinator’s responsibility to ensure that events are rearranged in such a way that incurs minimal cost and stress to the couple, their families and their guests. With us at the helm, our couple can rest assure that the wedding will flow seamlessly from the Save the Dates until our Couple is off on their honeymoon!

Ceremony Rehearsal/“Day of” Wedding and Event Coordination

- Meets with couple or clients 4-3 weeks before wedding or event
- Unlimited phone calls and emails, when we’re booked we’re yours!
- Rehearsal and Rehearsal Dinner or Brunch Coordination
- Day of Coordination
- Timeline management
- Vendor coordination
- Contract reviewing
- Vendor liaison
- Up to 200 Guests (Includes Coordinator & Assistant)
- Up to 400 Guests (Includes Coordinator & 2 Assistants)
- 400+ Guests (Includes Coordinator & 3 Assistants)

Additional Consulting

Consulting packages are billed by the hour and consist of the client sitting down with the wedding or event planner and going over questions based on the area or areas they need help in. This includes pulling together design ideas, confirming or suggesting vendor or venue choices or ensuring that the client is on track and we fulfill their checklist and needs.

*Travel fees may apply

When we’re booked we’re yours.