



Wedding Coordination & Management 5-6 month Roadmap

Frequently Asked Questions about your Partnership with
J.Jenneman Events

When does our work together officially begin?

While you have access to me via email and text for "quick-fire" questions the moment you book, our structured coordination phase officially kicks off 5-6 months prior to your wedding date. This is the sweet spot where logistics move from "ideas" to "action items."

How many times will we meet?

To respect your schedule and keep our planning focused, we utilize a 5-meeting structure designed to cover every logistical angle.

- The Kick-Off (6 Months Out - Virtual): We review your booked vendors, your progress so far, build a preliminary timeline, and set the priorities for the coming months.
- The Pulse Check (4 Months Out - Virtual): A mid-point meeting to ensure all "big rocks" are in place and to address any new challenges. This is a great time to review contracts and have a good idea of what your vendor needs and questions might be.
- The Site Visit (2-3 Months Out - In-Person): We meet at your venue to map out the floor plan, lighting, and guest flow. Immediately following the site visit, we spend up to 2 hours diving into your decor, script, and "day-of" nuances. The venue, catering, and bar service representatives may also be involved in this meeting.
- The Handoff (30-60 Days Out - Virtual): We finalize the Master Timeline, and I officially take the reins. I begin collaborating with musicians, DJ, or other entertainment, photographer, videographer, florist, designer, baker, desserts vendors, and rental companies. I will also connect with any friends and family that are serving as "non-paid vendors" to mitigate any last-minute surprises or unmet expectations.
- The Rehearsal (a day or two before the wedding) I lead your rehearsal (up to 1 hour) to ensure your wedding party and family feel confident. We walk through the processional, recessional, and any specific ceremony logistics so the wedding morning is stress-free.

What does "Single Point of Contact" mean?

Starting 30-60 days before your wedding, I become the primary contact for all your vendors. Instead of you fielding dozens of emails about load-in times and insurance certificates, they come directly to me. This allows you to step back from the "project manager" role and start being the Guest of Honor.

Can I reach out between meetings?

Absolutely! I am available via text and email for those quick questions that don't require a full meeting (e.g., "Does this linen color clash?" or "How many stamps do I need?"). I generally respond within 24-48 business hours.

What is the "Full Day" coverage on the wedding day?

On your wedding day, my assistant and I are the first to arrive for setup and the last to leave after ensuring your personal items are packed away. We provide unlimited hours on the wedding day—we don't believe in "punching a clock" when it comes to making sure your day is perfect.

"Will you be there to help with clean-up at the end of the night?"

Yes, my assistant and I stay to ensure the "handoff" of your wedding is as smooth as the start. Our focus during clean-up is on your personal property and decor.

- **What we handle:** We will gather your personal items (ceremony programs, guest book, photos, card box, and any DIY decor) and ensure they are packed and loaded into your designated "getaway" vehicle or given to a pre-arranged family member.
- **What we manage:** We oversee the professional vendors (catering, floral, and rentals) as they strike their equipment to ensure the venue's move-out requirements are met. We work with your family & friends, or a hired team for the assembly and disassembly of large DIY decor items, such as arches and displays.
- **Note on Janitorial/Catering:** Please note that heavy breakdown (moving tables/chairs, bussing glassware, or trash removal) is handled by your catering and venue teams. My role is to act as the final "eyes" on the space to help you avoid any post-event damage fees or lost items.



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