



100 Days to Zero Stress

Your step-by-step guide to what happens once coordination begins with the HME team

100 Days Before Your Wedding

Connect with your coordinator team (intro call / meeting).

Review contract + venue rules.

Begin draft of custom timeline + floor plan.

Provide vendor contact info (so coordinators can take over communication)

90 Days Before

Coordinators confirm vendors + services.

Begin seating chart + reception layout discussions.

Review lodging plans + weekend logistics.

Talk through bar package selections/venue add on options for decor.

60 Days Before

Final Walkthrough at Half Moon Empire (required).

Timeline + floor plan refined.

Finalize décor + rental decisions.

Send rehearsal details to wedding party.

Confirm vendor arrival times + logistics.

30 Days Before

Final vendor confirmations (delivery times, contacts).

Walkthrough with coordinators at the venue.

Share final guest count + catering numbers.

Rehearsal plan finalized.

Wedding Week

Coordinator runs rehearsal.

Vendor confirmations re-checked.

Décor setup instructions finalized.

Bride + groom: breathe—your team has it covered.

Wedding Day

Coordinators on site from first vendor arrival to final exit.

Timeline management, vendor direction, décor setup, ceremony cues.

Sparkler exit + cleanup handled.

Couple focuses only on celebrating!