



WEDDING

and event

SERVICES

LYNNSEY
WEDDING & EVENT COORDINATION SERVICES
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WEDDING

end event

SERVICES

Hi, I'm Lynnsey — a 2027 bride who discovered a true passion for wedding planning while preparing for my own big day. I'm detail-oriented, creative at heart, and genuinely love bringing meaningful visions to life. In addition to coordinating weddings, I assist with venue operations at Lakeside Garden Farm, giving me valuable hands-on experience behind the scenes. My goal is to create a calm, seamless experience so you feel confident, supported, and fully present on one of the most important days of your life.



Wedding Day Coordination

Starting at \$1,000

As your wedding day approaches, I step in to thoughtfully finalize every detail. I confirm vendors, create and distribute a comprehensive timeline and master contact sheet, and ensure your entire team is aligned. I oversee décor setup (assisting with light setup when appropriate), manage the flow of events, and serve as the primary point of contact for vendors, family, and your wedding party. From the first arrival to the final send-off, I handle the behind-the-scenes logistics so your day unfolds seamlessly — allowing you to relax and truly enjoy every moment.

Additional Services

- Budget Creation & Tracking – Starting at \$100
- Detailed Wedding Day Timeline – Starting at \$90
- Contract Review – Starting at \$50
- Vendor Communication & Follow-Up – Starting at \$50/hour
- Wedding Vision & Mood Board Development – Starting at \$200
- Seating Chart Creation & Management – Starting at \$75
- Gift Tracking & Thank You Card Assistance – Starting at \$50
- Custom Wedding Planning Binder – Starting at \$150



Limited bookings are accepted each season to ensure every couple receives personalized attention and care.

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the DETAILS

Once you reach out, we'll schedule a time to connect and talk through the details of your upcoming celebration. I'm happy to meet in person at the venue or virtually — whatever feels most comfortable for you. During our conversation, I'll answer any initial questions, learn more about your vision, and help guide you through the next steps with clarity and confidence. Depending on the services you're interested in, we'll walk through the finer details together and make sure everything feels aligned from the very beginning. In the meantime, please see below for a closer look at the additional services we offer and how we can further customize your experience.

Budget Creation & Tracking

This service provides you with a personalized Google Sheets budget template designed to keep your planning organized and stress-free. Together, we'll review your priorities, outline expected expense categories, and create a realistic spending plan that reflects your vision. The tracker allows you to monitor deposits, due dates, and remaining balances in one easy-to-use place, giving you peace of mind and full visibility throughout the planning process. My goal is to help you make confident decisions while staying comfortably within your budget.

Detailed Wedding Day Timeline

Our Detailed Wedding Day Timeline Template is thoughtfully created to guide your day from start to finish. From vendor arrivals and décor setup to getting ready, portraits, ceremony, and reception celebrations, every portion of the day is carefully mapped out to ensure a smooth and stress-free experience. We account for transitions, photo timing, catering flow, special dances, and even those quiet in-between moments that matter most.

With built-in buffer time and clear direction for your vendor team, this timeline serves as the roadmap for your wedding day. Once complete, it's shared with all vendors so everyone is aligned — allowing you to relax, stay present, and truly enjoy every moment.

Contract Review

Before you sign, I provide a detailed review of your vendor agreements to ensure everything aligns with your expectations and overall wedding plan. I examine key terms including payment schedules, cancellation and postponement policies, overtime rates, service hours, delivery and breakdown timing, liability language, and performance guarantees. I identify potential red flags, highlight areas needing clarification, and suggest redline revisions or follow-up questions to help strengthen your agreement.

While this service does not replace legal counsel, it provides a thoughtful and experienced review to help you avoid common oversights and costly surprises. Following the review, we'll schedule a consultation to walk through any concerns so you can move forward with clarity and confidence.

the DETAILS

Vendor Communication & Follow Up

Planning a wedding involves constant communication with multiple vendors, and that can quickly become overwhelming. Through Vendor Communication & Management, I step in as your trusted liaison — coordinating directly with your vendor team, confirming key details, and ensuring everyone is aligned with your vision and timeline. From logistics and arrival times to final confirmations and last-minute adjustments, I manage the behind-the-scenes conversations so you don't have to.

My goal is to create clarity, consistency, and calm throughout the planning process — allowing you to feel confident that every professional involved in your day is working together seamlessly.

Wedding Vision & Mood Board Development

Your wedding day should feel like you. Through the Wedding Vision & Mood Board experience, I help you bring your ideas into focus and transform inspiration into a cohesive design plan. I curate personalized mood boards and decor mockups that reflect your style, your season, and your story — from florals and color palettes to table details and ambiance.

This visual roadmap gives you confidence in your design choices and creates a clear direction for your vendor team, ensuring every detail feels intentional and beautifully connected.

Seating Chart Creation & Management

Seating charts can quickly become one of the most overwhelming parts of planning — balancing family dynamics, friend groups, and table layouts is no small task. I step in to thoughtfully organize your reception seating in a way that feels natural, comfortable, and aligned with your overall layout.

From managing RSVP changes to adjusting placements in the final weeks, I ensure your seating plan is clear, organized, and ready to be executed the day of your event. You can feel confident knowing every guest has a place — and that the room will flow beautifully.

Gift Tracking & Thank You Card Assistance

After the celebration winds down, there's still one meaningful step left — expressing gratitude. I help you thoughtfully track gifts and organize guest information so writing thank you notes feels manageable and intentional rather than overwhelming.

With a shared tracking document and gentle guidance along the way, you'll have everything you need to send heartfelt notes with confidence and ease.

Custom Wedding Planning Binder

Planning feels so much more peaceful when everything has a place. My Custom Wedding Planning Binder is designed to gather all of your wedding details into one organized, easy-to-follow resource. Whether you prefer to work through it on your own or sit down together to thoughtfully complete each section, this binder becomes your roadmap from engagement to wedding day.

Available in both digital and printed formats, it offers flexibility while keeping your plans clear, cohesive, and beautifully documented.