



KRISTIN CORRIGAN

- *wedding coordination* -



E: KRISTIN.ALLEY@GMAIL.COM | P: 207-749-7324



MEET KRISTIN

hello, bride-to-be!

Thank you for considering me to be your Day-of Wedding Coordinator. I have been in the catering industry for over 8 years with both Hotels and off-site Catering Companies. I have a passion for wedding planning and have been fortunate to work with over 70 wonderful couples on their weddings. I most recently worked with weddings of all sizes at the Lorien Hotel and Spa in Old Town Alexandria as the Director of Catering. Most of the couples at the Lorien did not have day-of planners, so I assisted with everything from the timeline, menu, setup, décor ideas, flow of guests and more. My brides have been a joy to work with and get to know. As you can see from my reviews, it has been a mutual sentiment!

Aside from my passion for weddings, here are a few more of my favorite things:

- virginia wine –
- white marble –
- lakeside sunsets –
- faux fur –
- french macarons –
- bold wallpaper –
- provence rosé –
- ornate gold mirrors –

If you want to learn more about my style, please stop by my Pinterest page:

<https://www.pinterest.com/kristinalley/>

warmly, kristin



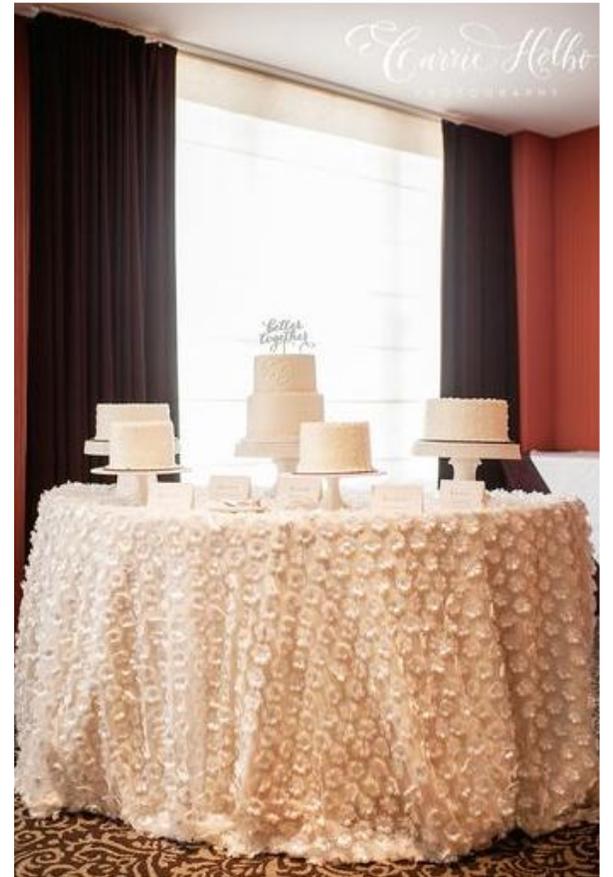


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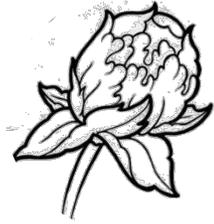
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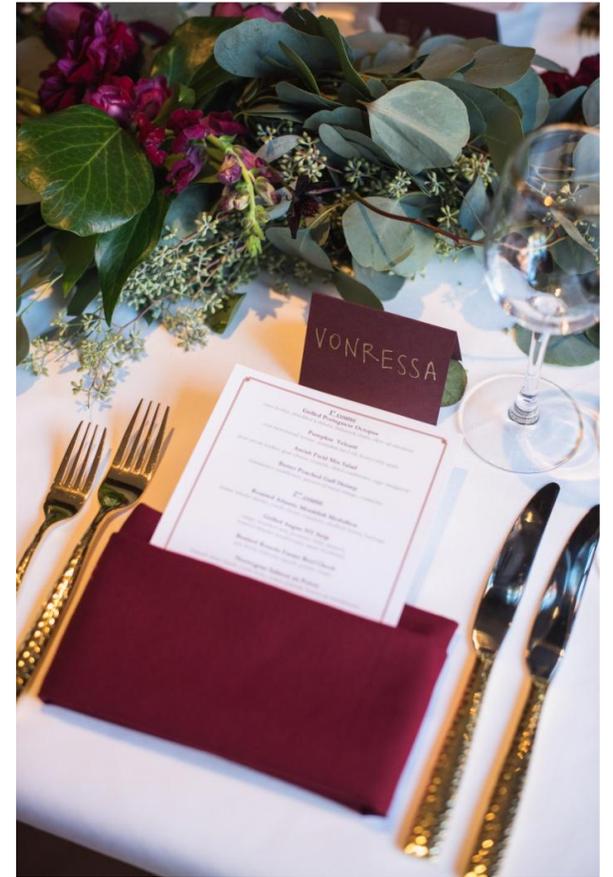


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SERVICES



rehearsal coordination

- lead ceremony rehearsal at church or venue –
- create bridal party & family standing & seating chart –

\$150+

wedding day coordination

- planning meeting two weeks in advance –
- guidance refining timeline & floor plans –
- connect with vendors week of wedding –
- morning check-in during hair & make-up –
- set-up of all décor: linens, signage, place cards, favors, centerpieces & more –
- assist with transportation –
- lead ceremony processional & recessional at church or venue –
- execute timeline with vendor partners –
- facilitate flow of guests throughout evening –
- support couple during first look, introductions, speeches, cake cutting, first dance & grand exit –
- break-down all décor & secure gifts, cards, valuables –

\$600+

Travel

- travel beyond 1 hour from Fort Washington, MD available for additional fee –

inquire for pricing



REVIEWS

"Kristin – Words really cannot express our gratitude for making our Wedding Day a true success. Your attention to detail, kindness and support made our day truly memorable. We connected and knew there was mutual vision and collaboration the day we met. Thank you for handling our unusual requests as well as those last minute changes. Every recommendation and request, both traditional and unconventional, was attended to without question. Your professionalism and reassurance leading up to the day kept us at ease and on track. You were calm and patient as the wedding drew closer and you stayed friendly and very human at all times. We felt like we were planning our wedding with a very helpful, close friend. Thank you once again for giving us the most amazing day." **–Jeff, October 2015**

"Kristin was our event coordinator and she was a DREAM! I loved working with her. It's difficult to explain in one review how amazing our experience with Kristin was. She was kind, attentive, helpful, creative, down-to-earth, realistic and my questions/concerns (no matter how silly) never went unanswered. Our event went off without any problems...Kristin helped us with every detail (menu, timeline, pricing, décor, etc)... My guests can't stop talking about how perfect our wedding was. I am so thankful to the...staff and especially Kristin for making our wedding everything we wanted and more." **–Whitney, April 2014**

"It was such a pleasure working with Kristin- she is kind and always made us feel like she cared about us and our celebration. She is professional and great at her job – she took the time to meet with us on several occasions and was always responsive to phone calls and emails. She assisted us with selecting our menu and even worked with the catering staff to create a custom appetizer and cocktail. She also created a reception timeline for us which was very helpful. On our wedding day, she was there throughout the day as our vendors made their deliveries and did their setup. She also stayed late into the evening to make sure everything was going smoothly and, perhaps most importantly, make sure that WE were happy with the food and venue. Everything exceeded our (high) expectations!" **–Laura, May 2015**

"Kristin was instrumental in making sure that our day went perfectly & that we never had a single concern. She is very friendly & very professional. She was so considerate in leaving us wonderful notes in our room & food to make sure we had something to eat. We thought our whole cake was going to be needed to feed our guests, but we ended up not touching the top layer & so she put that in our room to take home with us. She even had to run an errand for us (unity candle mishap) in the middle of our wedding. So thoughtful! I would gladly work with her again if I needed to host another big event." **–Amy, June 2014**

"Kristin was great at contacting us about updates and developments throughout the wedding process, & once we were able to figure out what our vision was for the wedding, Kristin did a fantastic job creating exactly what we wanted. Our wedding required a lot of detail as we tried to be creative throughout the process. We thought that breaking out of a "traditional" wedding would make the process difficult, but it proved to be something that we absolutely enjoyed! Kristin was great at making sure communication was open, so we never felt like we didn't know exactly what was going on. She did a great job in communicating with our vendors, as promised, & was able to work out smaller details that we had not thought about. On the day of the wedding, unexpected things popped up, but Kristin was able to accommodate and adjust as the day went on without breaking a sweat." **–Elizabeth, May 2014**