



Sally West
Wedding Coordinator
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Bio: After retiring from the American Red Cross, Sally was seeking part time employment that could utilize her organizational and public relations skills. She has worked for the San Diego Convention Center and as a Pier Agent for the San Diego Cruise Ship Terminal. Sally is currently working as a House Manager for Humphreys Concerts by the Bay and

has been the Wedding Coordinator for Point Loma Community Presbyterian Church for the past 12 years.

Description of Services:

- Assists with all wedding planning which includes wedding officiant, florists and flowers, photographers, videographers, caterers, bakeries, musicians, etc.
- Provides details about Preferred Vendor List, Suggested wedding music, ceremony script examples and gratuity guide.
- Maintains the timeline for the rehearsal, ceremony, and reception.
- Brings a Bridal Emergency Kit
- Reviews final details with all vendors one week prior to event.
- Ensures personal flowers are provided to the appropriate wedding part and family members.
- Provides Day of Coordination of all vendors
- Organizes those involved in the Ceremony and cue Ceremony music.
- Assists witness(es) while they sign the marriage certificate.
- Organizes Wedding Party for Grand Entrance
- Works hand in hand with DJ/Emcee to ensure Day of Timeline and announcements are executed as planned.
- Sets up sound system.
- Cues those who are giving speeches.
- Distributes payments/gratuities to vendors on wedding day.
- Sets up of personal decor times (card box, guest book, guest favors, and cake toppers, etc.

Price depends on services requested.