

Event Planning



BASIC COORDINATION

COMPLIMENTARY

- Customized Menu
- Private Food & Dessert Tasting*
- 1 Site-Walk Thru
- 1 hour consultation at rental company to select tablescape & decor
- Preliminary Rental Coordination
- Create timeline as it pertains to our services
- Oversee the flow as it pertains to our services

** Cost for tastings is \$85 per guest. This amount is put towards the deposit upon contract signing.*

DAY OF COORDINATION

\$1,800

Enjoy peace of mind knowing that should any vendor, timing, or other issues arise, you have a dedicated professional there to handle them, so you can enjoy your special day. This package includes 4 hours of pre-wedding coordination, 2 hours on-site for rehearsal ceremony, 10 hours on-site day of the wedding.

- Gather vendor information
- Call vendors to review any special requirements (electricity, water access, flooring, rentals, etc...)
- Create and distribute master vendor contact sheet and vendor timeline
- Create timeline for wedding party
- Attend the rehearsal ceremony and assist with managing family members and bridal party
- Manage time and arrivals at ceremony site (day of the wedding with bridal party)
- Oversee distribution of bouquets/flowers to bridal party & family
- Ensure the flow of the ceremony, including processional and recessional
- Assist with coordinating family members and wedding party for receiving line and pictures
- Facilitate guest transition to reception venue
- Oversee the flow of the reception (timing for speeches, dances, food, cake, etc...)
- Distribute final payments/gratuities to vendors at the end of the night
- Pack-up gifts, personal belongings and ensure they are given to the designated family member or guest

**Travel fees may apply depending on location of ceremony & reception site*