



704-904-4735
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Decor set up of venue and ceremony space will incur additional fees

Labor charges will apply to chair and table movement 6.50 per table; 2.00 per chair

Clearing debris, cups, plates, beer bottles etc. will incur additional fees for 3.00 per guest

Other add - ons and vendor partnerships

360 Photo booth - Market rate

Balloon Artistry - Market rate

DJ - Market Rate

Photography - Market Rate

Walking on clouds and other ambience embellishments - Market rate

Full Wedding Planning and Execution (60 - 80hr) starting \$5,600.00

In addition to planning the wedding with the Bride

- Vendor recommendation and Coordination of calls and securing vendor
- Set up venue and ceremony areas
- Secure decorations via rentals
- Creating/Review website
- Create Hotel Blocks for Wedding Guest
- Assisting with invitations and seating charts
- Scheduling and wedding timelines
- In addition to the services below.

Partial Planning Package starting (30-40hr) \$3,265.00

- Initial planning of ceremony and reception ideas
 - Wedding day overview – style, theme, design
 - Discuss budget and planning needs
 - Vendor recommendations
 - Review vendor contracts
 - Setup and attend vendor meetings as needed
 - Review of secured vendors and vendor preferences
 - Unlimited phone calls and e-mail
 - Gather vendor contact information
 - Set up venue and ceremony area and breakdown at end of night
 - In addition to all services listed in the Day of Coordination package
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Day of Coordination Package (10-30hr) \$1250.00 starting 30 days prior to wedding date to obtain vendor details and day of plans to execute.

- Rehearsal directing day prior to wedding
- Planner onsite to supervise rehearsal

Ceremony

- Prepare a wedding daytime line
- Contact each vendor to confirm arrivals and setup times
- Provide answer to vendor questions/problems
- E-mail wedding timeline to vendors
- Create ceremony seating arrangements for family and guests
- Supervise setup of ceremony rentals
- Supervise setup of ceremony flowers and rentals
- Supervise setup of musicians and vocalists
- Coordinate with ceremony location coordinator/staff
- Arrange guest book table and programs
- Supervise setup of unity candle and memorial candles
- Advise guest book table and program attendants
- Advise ushers on proper seating of family and guests
- Confirm possession of rings prior to ceremony
- Line up bridal party and family for processional
- Cue musicians for entrance of processional
- Make certain bridal party and family attire in place
- Cue bridal party and family to enter into ceremony
- Assist with late arrivals or any possible distractions to the ceremony

Reception

- Arrive prior to vendor setup at reception
- Supervise vendor and facility setup at reception
- Transfer guest book from ceremony to reception location
- Setup sign in table with guest book at reception
- Assist with bridal party portraits
- Setup cake table with toasting glasses and cake cutting set
- Maintain and coordinate timeline for all events during reception
- Act as liaison between all vendors and bridal couple
- Cue bride and groom, bridal party and family for all special events
- Assist with the toasting and cake cutting
- Deliver final payments

Decor Set up Package starting pricer 450.00
