

BEL AMOUR

E V E N T S

Level One: "Month of" Package

Service begins 60 days prior to the wedding.

Pre-Wedding:

- One face-to-face meeting to review all of your wedding details 60 days prior to the wedding
- Unlimited communication, via email, phone, or text, from the detail meeting, until the wedding day.
- Marriage license information.
- Final venue walk-through, if desired.
- One coordinator to direct the ceremony rehearsal.
- Provide the bridal party with wedding-day timelines, distributed at the rehearsal or via email.

Vendors:

- Suggest vendors who are best suited for your style and budget.
- Act as your liaison between you and your vendors during the 60 days prior to your wedding.
- Contact each vendor to review their contracts and discuss arrival times and procedures for set up.
- Review each contract to ensure that every detail is accurate.
- Provide each vendor with the wedding-day timeline.
- Give final guest counts to the appropriate vendors.
- Distribute final payments or gratuities, if needed.

Wedding Day:

- Assist bride with her wedding gown and train.
- Bridal Emergency Kit.
- \$100 day of emergency fund credit
- Up to three BAE team members to direct the wedding day, through the end of the event time (Additional assistants may be required for larger events, multiple locations, or detailed set ups, at an additional charge.)

Ceremony:

- Assist with selection of ceremony music.
- Assist with order of ceremony
- Oversee ceremony set up details.
- Place ceremony accessories. (i.e. Guest book, pens, programs, unity ceremony items, etc.)
- Confirm possession of the wedding rings prior to ceremony.
- Coordinate with officiant.
- Coordinate and cue musicians.
- Check sound system for the officiant and musicians.
- Distribute bouquets, boutonnieres, and other personal flowers.
- Direct guests to the cocktail hour after the ceremony.
- Transfer guest book or sign-in items to the cocktail hour/reception.
- Arrange for gifts to be moved to the reception.
- Collect all ceremony items.

Cocktail Hour:

- Check area for correct table and chair set up.
- Place accessories needed. (guest book, name cards, pictures, etc.)
- Direct guests upon their arrival regarding reception start time, bathrooms, etc.

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Reception:

- Oversee reception set up and decor details.
- Place and deliver reception accessories. (i.e. Reserved signs, table numbers, toasting glasses, cake knife and server, menus, etc.)
- Check for the correct set up of tables and chairs
- Review reception schedule and timing with the banquet captain.
- Review reception layout and announcements with the DJ or Band.
- Check the head table and cake table for the required items.
- Put out specific place cards or reserved signs for bridal party, family, or guests.
- Greet guests upon arrival to the reception and direct them to their tables.
- Cue the bride and groom, bridal party, family members, and vendors for the reception event. (i.e. toasts, first dance, cake cutting, etc.)
- Assist you and your family with any circumstances that may arise.
- Pack gifts and personal items and turn them over to the person directed by the client.

Level One Coordinator Costs begin at: \$3,000

- *A final quote will be sent to you, via email, within 24 hours of your consultation.*
- *Full set up of tables, chairs, or chair covers will be at an additional cost.*
- *There is an additional charge for tented weddings.*
- *There is an additional charge for larger weddings that require more than three BAE team members.*

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Level Two: The Design Package

Everything included in Level One, as well as:

Pre-Wedding:

- Unlimited communication from the date of the signed contract.
- Discuss your budget and prepare an estimate.
- Complete Event Style including:
 - Venue walk through
 - Event Styling and design meeting
 - Decor detail sheet
- Order decor items, linens, rental items, etc. for the wedding.
- When planning outdoor events, discuss a backup plan and act on it as needed.
- Give options for out of town guest welcome baskets.

Vendors:

- Attendance at all vendor meetings related to design.
 - Florist
 - Stationer
 - Rentals
 - Baker
 - Venue
 - Lighting

Wedding Day:

- Up to three BAE team members to direct the wedding day
- One hour of event clean up, following the conclusion of the reception.

Level Two Coordinator Costs begin at \$4,500

- *A final quote will be sent to you, via email, within 24 hours of your consultation.*
- *Full set up of tables, chairs, or chair covers will be at an additional cost.*
- *There is an additional charge for tented weddings.*
- *There is an additional charge for larger weddings that require more than three BAE team members.*

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Level Three: Full Service Package

Everything included in Levels One & Two, as well as:

Pre-Wedding:

- Unlimited communication and consultation from the date of the signed contract.
- Complete final balances due for all expenses.
- Event Planning Calendar, updated monthly.
- Furnish each member of the bridal party with a list of his or her responsibilities, if desired.
- Create a digital ceremony and/or reception room layout, for clarity
- Assist with hotel accommodations for guests.
- Purchase, assemble, and deliver welcome baskets.
- Provide a template to assist with seating and table assignments.
- Check seating list to ensure correct counts.

Vendors:

- When selecting vendors, set up and attend meetings (up to three per category).
- Act as your liaison between you and your vendors.
- Attendance at any final vendor meetings.
- Arrange and attend menu selection with caterer and client.

Stationery:

- Assist with save-the-dates.
- Assist with invitation wording and assembly. (addressing and postage at additional charge)
- Assist with name cards, menu layout, program wording, etc.
- Assist with program assembly.
- Secure Calligraphy service.
- Assist with favor purchases and assemble. (cost of items to be invoiced)
- Compile all RSVP's and contact guests who have not responded, as needed.

Wedding Day:

- Full day service of BAE staff to direct the entire wedding day.
- Oversee full reception clean up.

Level Three Coordinator Costs begin at \$6,000*

- *A final quote will be sent to you, via email, within 24 hours of your consultation.*
 - *Full set up of tables, chairs, or chair covers will be at an additional cost.*
 - *There is an additional charge for tented weddings.*
 - *There is an additional charge for weddings larger than 300, that require more than three BAE team members.*
- *If budget exceeds \$50,000, Coordinator Cost converts to 12% of the overall total budget.*