EVENT
MANAGEMENT

The Cottage Event Management service provides planning guidance and
Day of Coordination for your wedding day. This begins with a begins with a
complimentary "Get to Know You" call with our Director of Events
During this call, we will review our planning process, your overall wedding budget,
and the ways our team can make planning your wedding easy and stress-free!

This service is only offered to our floral clients.

the **Cottage**

FLORALS & EVENT DESIGNS

WHAT WE DO

Our Event Management Services include:

- Customized Wedding Planning Checklist
- 2 Hour Planning Meeting 6 weeks before the wedding with your Day of Coordinator
- Create a wedding weekend timeline
- Create ceremony plan
- Final venue walk-through approximately 3 weeks before the wedding
- Confirm all vendors' arrival times on wedding week
- Conduct ceremony rehearsal & direct ceremony (1 hour)
- Day of wedding management (up to 9 hours)
- Emergency bridal kit
- Liaison with all vendors on the day of the wedding to ensure set up and timeline are executed according to your specifications
- Set up all personal items such as guest book, photos, signage, escort cards, favors, etc.
- Ensure the wedding certificate & license are signed and in a safe location
- Help facilitate the breakdown of the event after the couple's grand exit
- Pack all wedding gifts, cards, and all couple personal belongings for designated individuals to load vehicles

$2000
Up to 150 Guests

$2250
More than 150 Guests

ADDITIONAL INFORMATION

Travel Fee

- Package includes travel up to 25 miles from the Design Studio.

- $.50 per mile for events more than 25 miles from our Design Studio. This fee applies for venue walk through, rehearsal and wedding day.

Additional Hours as Needed:

- $75 per hour for events under 150 guests

- $100 per hour for events over 150 guests

Coordinators are NOT Responsible for:

- Set up and break down of personal decor items. An additional fee may be added through our floral team for this service.

- Set up and break down of rental items not handled through The Cottage Florals.