



MASTER PLANS  
events & designs

*Wedding Services*



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## **Wedding Day Direction: Begins at \$2500**

This plan is made for couples who have majority of all their vendors, locations and concepts complete but need minimal guidance in completing the final details and assistance for their wedding day.

### **PLANNING & PREPARATION**

- Communication & guidance begins 2 months prior to wedding date
- Required Meeting – final detailed meeting with couple at reception venue (4-6 weeks prior to event)
- Review final Banquet Event Orders (BEOs) and Floor Plan as provided by Catering Manager
- Marriage License Information
- Etiquette Advisement

### **VENDOR COORDINATION**

- Communicate venue policies and conduct with each vendor
- Review vendor contracts and final payments
- Conference and confirmation of all services with vendors prior to event day
- Coordinate and distribute wedding day timeline for vendors
- Confirm final rental detail orders and counts

### **WEDDING REHEARSAL**

- Direct wedding rehearsal
- Organize wedding party for line up and placement
- Distribute timeline to wedding party
- Provide information on attendants' duties

### **WEDDING DAY SERVICES**

- Wedding Day Coordinator (10 - 12 hours min)
- (2) Assistant Coordinators
- Setup supervision, overall management of wedding ceremony and reception
- Wedding Day Emergency Kit
- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members and vendors
- Distribute flowers to wedding party and family
- Setup personal items as per instructions for ceremony & reception
- Orchestrate music and timing with ceremony/reception vendors
- Final inspections on setup, seating placements/count, table/place cards, décor, etc
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Coordinate reception timeline - grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payment and gratuities to vendors (paid by client)
- Coordinate transport of gifts and personal items into designated car or hotel room
- End of event supervision on rentals and pickups

### **UPGRADE TO WEDDING DAY DIRECTION FULL SERVICE: +\$800**

- For communication and guidance at start of signed contract
- Unlimited phone call and email consultation

### **NOTES:**

- Additional Cost for Assistant Coordinators required for larger weddings (150+ guests). Assistants rates at \$50/hr dependent on:
  - Number of guests
  - Location of ceremony & reception
- Travel, accommodations and additional expenses not included



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## **Basic Full Service Package: Begins at \$6000**

This package is designed for the couple who has time to plan most aspects of their wedding but needs guidance throughout the process, giving you the confidence that every detail has been covered so you can step back and take a relax on the special day.

### **PLANNING & PREPARATION**

- Guidance begins from contract signing
- Unlimited consultations via phone or e-mail
- Up to 4 in-person planning consultations
  - Consultation – review vendor contracts, site visit or review paperwork
  - Required – final detailed meeting with couple at reception venue (4-6 weeks prior to event)
- Review final Banquet Event Orders (BEOs) and Floor Plan as provided by Catering Manager
- Marriage License Information
- Etiquette Advisement
- Personalized Checklists
- Budget and Cost Analysis - Establish Priorities

### **VENDOR SELECTION & COORDINATION**

- Vendor Referrals (within budget parameters) - Verify Availability and Provide Rate Information
- Communicate venue policies and conduct with each vendor
- Review vendor contracts
- Conference and confirmation of all services with vendors prior to event day
- Coordinate and distribute wedding day timeline for vendors
- Confirm final rental detail orders and counts

### **WEDDING REHEARSAL**

- Direct wedding rehearsal
- Organize wedding party for line up and placement
- Distribute timeline to wedding party
- Provide information on attendants' duties

### **WEDDING DAY SERVICES**

- Wedding Day Coordinator (10 - 12 hours min)
- (2) Assistant Coordinators
- Setup supervision, overall management of wedding ceremony and reception
- Wedding Day Emergency Kit
- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members and vendors
- Distribute flowers to wedding party and family
- Setup personal items as per instructions for ceremony & reception
- Orchestrate music and timing with ceremony/reception vendors
- Final inspections on setup, seating placements/count, table/place cards, décor, etc
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Coordinate reception timeline - grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payment and gratuities to vendors (paid by client)
- Coordinate transport of gifts and personal items into designated car or hotel room
- End of event supervision on rentals and pickups

### **NOTES:**

- Additional Cost for Assistant Coordinators required for larger weddings (150+ guests). Assistants rates at \$50/hr dependent on:
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  - Location of ceremony & reception
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## **Premier Full Service Package: Begins at \$12,000**

This package is designed for the couple who want assistance with all details of the wedding from concept to completion.

### **PLANNING & PREPARATION**

- Guidance begins from contract signing
- Unlimited consultations via phone or e-mail
- Up to 7 in-person planning consultations (excludes Design & Décor Consults as this is included in that service)
  - Required - Attendance at Menu/Tasting Selection
  - Consultation - Review vendor contracts, site visit or review paperwork
  - Required – final detailed meeting with couple at reception venue (4-6 weeks prior to event)
- Venue Search for Ceremony and Reception Location (up to 5)
  - Personal Attendance to All Site Tours (As Needed)
- Assistance with Selection of Wedding Attire and Accessories
- Assistance with Selection of Wedding Party Gifts
- Assistance with Selection of Wedding Favors
- Assistance with Invitation and Stationery Goods (menu, programs, thank you cards, etc).
- Assistance with Research on Group and Hotel Room Blocks
- Assistance in Developing Seating Arrangements for the Reception
- Review final Banquet Event Orders (BEOs) and Floor Plan as provided by Catering Manager
- Marriage License Information
- Etiquette Advisement
- Personalized Checklists and Reminders
- Budget and Cost Analysis - Establish Priorities

### **VENDOR SELECTION & COORDINATION**

- Vendor Referrals based on Client's budget and style - Verify Availability, Provide Rate Information, Schedule and Confirm Appointments and Reminders per client's needs
- Track All Vendor Deposits, Payments and Due Dates with reminders
- Communicate venue policies and conduct with each vendor
- Conference and confirmation of all services with vendors prior to event day
- Coordinate and distribute wedding day timeline for vendors
- Confirm final rental detail orders and counts

### **DÉCOR AND DESIGN SERVICE**

- Consult and establish with Client to discuss wedding color combinations, theme and design concepts
- Personalized design board based on Design Consultation for bid proposals (up to 3 bids included)
- Schedule and attend mockups with (1-3) Florists and attend any follow up meetings
  - Provide complimentary rental items for viewing at mockups at each meeting as needed
- Place Orders for Client on rental items: Linens, Lighting, Dance Floor, Lounge Furniture, Draping, Specialized China, Glassware, Flatware, Trees, Props, etc.

### **WEDDING REHEARSAL**

- Direct wedding rehearsal
- Organize wedding party for line up and placement
- Distribute timeline to wedding party
- Provide information on attendants' duties

### **WEDDING DAY SERVICES**

- Wedding Day Coordinator (10 - 12 hours min)
- (2) Assistant Coordinators
- Setup supervision, overall management of wedding ceremony and reception
- Wedding Day Emergency Kit
- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members and vendors



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- Distribute flowers to wedding party and family
- Setup personal items as per instructions for ceremony & reception
- Orchestrate music and timing with ceremony/reception vendors
- Final inspections on setup, seating placements/count, table/place cards, décor, etc
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Coordinate reception timeline - grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payment and gratuities to vendors (paid by client)
- Coordinate transport of gifts and personal items into designated car or hotel room
- End of event supervision on rentals and pickups

## NOTES:

- Additional Cost for Assistant Coordinators required for larger weddings (150+ guests). Assistants rates at \$50/hr dependent on:
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## **Ceremony Only Rate: \$1300**

This applies for couples who only want assistance with their ceremony. Included in this is rehearsal, timeline, set up and one assistant along with services provided in the Wedding Day Direction Package, minus any reception aspects.

## **Reception Only Rate: \$1850**

This applies for couples who only want assistance with their reception. Guidance begins 2 months prior to wedding date. Included is the cocktail through reception timeline, set up, one assistant along with services provided in the Wedding Day Direction Package, excluding any ceremony aspects.

## **Décor & Design Service: \$4000**

This service provides assistance with event concept, colors, themes, table top décor, rentals, floral, lighting, and event space ambience so all elements are cohesive to client's vision. Any services or products contracted will be billed separately per vendor's contract. The following provisions are included in this service:

- Initial Design & Concept meeting – this is to determine design vision, colors, themes, and full décor elements into the wedding space
- 1<sup>st</sup> draft review of full vision board for bids to vendors related to overall vision (florist, lighting, linens, rentals, etc.)
- 2<sup>nd</sup> draft final review of vision board prior to send out for official bids (if more revisions are required, we can provide up to 3 total)
- In Person Design Mock Up – viewing of floral centerpiece samples, linen, chair and table top décor samples
- Coordinating and specifying lighting and/or draping needs per event space and décor set up
- Supervision of event set up and tear down for design related elements

## **A La Carte Services**

We can customize any wedding package to meet your needs. The A La Carte Package includes previous packages and any of these additional services. Price: \$250.00/hour in addition to price packages previously set:

- Set Up Personal Items on event day
- Venue Selection
- Vendor Search & Referrals
- Budgeting Session
- Additional Consultation Meetings
- Additional Assistant Day of Coordinators
- Assemble and Mail Out Invitations
- RSVP Service
- Rehearsal Dinner Arrangements
- Research Hotel Options for Out-of-Town Guests
- Negotiate Group Rates at Hotels for Out-of-Town Guests
- Plan Activities for Out-of-Town Guests
- Assemble & Distribute Welcome Gift Bags or Baskets at Hotels
- Day After Brunch Arrangements
- Bridal Shower Plans
- Bachelorette Party Plans
- Honeymoon Arrangements