

# Chic Ambiance Events

## WEDDING COORDINATION

### *Simply Chic*

IF YOU'VE DESIGNED YOUR WEDDING AND BOOKED ALL OF YOUR VENDORS, THIS IS THE PERFECT SERVICE FOR YOU! 3 MONTHS BEFORE YOUR WEDDING WE WILL FINALIZE THE DETAILS AND LOGISTICS OF YOUR WEDDING DAY AND EXECUTE YOUR CAREFULLY PLANNED VISION SMOOTHLY AND SUCCESSFULLY. SIMPLY BE THE BRIDE & GROOM ON YOUR WEDDING DAY!

#### Pre-Wedding Day Services

- Unlimited contact via phone and email
- Create a planning checklist so nothing is forgotten before the big day
- Production of a detailed timeline and schedule for vendors
- Etiquette guidance
- Review BEO (Banquet Event Order) provided by catering manager
- Assist with Ceremony plans and Reception Layouts
- Review vendor contracts
- Confirmation of all vendors, services and arrival times.
- Create a detailed Ceremony & Reception packing checklist of items to be collected at the Rehearsal, so nothing is forgotten.

#### Meetings:

- **Two (3) in-person planning meetings:**
  - o Complimentary Consultation to get a feel for your vision
  - o Venue Walkthrough - to walkthrough event spaces and review timeline (2-3 months prior to your wedding)
  - o Final Details Meeting - review final details, timeline, BEO, Vendors & Ceremony (2-4 weeks prior to wedding)

#### Wedding Rehearsal

- Coordinate ceremony rehearsal (up to 2 hours max)
- Collect décor to set-up on the wedding day (based of Packing Checklist)
- Distribute personal wedding day itinerary to wedding party (i.e. when & where to show up for pictures, time of hair & make-up etc.)
- Collect final payments for vendors
- Collect wedding day items such as marriage license, guest book, cake knife, pictures, toasting flutes, favors, candles, programs, place cards, cake knife, etc. (prior to wedding or day of rehearsal)

#### Wedding Day Services - Part I

- **Team: For guest counts up to 150. Additional assistant required for 150 or more guests and multiple locations**
  - o Deanna Tat as lead coordinator and One assistant coordinator
- Unlimited time (beginning with vendor arrival) on the day of the event, complete wedding day coordination from set-up to tear down
- Manage the flow and timing of the entire day
- Act as a liaison between wedding party, family members, and vendors
- Use of extensive Bridal Emergency Kit. We'll be ready and available to solve any unexpected situation or emergencies

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## Wedding Day Services- Part II

### Ceremony

- Distribute bouquets and pin flowers on attendants
- Direct photographer, videographer, musicians, rentals, florist, etc of where to set-up
- Greet vendors and oversee set-up of ceremony to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Transport gifts and personal belongings to on-site hotel room or designated person or car
- Set-up of all ceremony décor not handled by a specific vendor (i.e. guestbook, unity candles, programs, pictures, etc.)
- Cue band/DJ for entrance of processional & Brides entrance
- Direct Ushers with program and seating distribution
- Line up and cue wedding party for ceremony
- Ensure that the marriage license is signed & wedding rings are present
- Collect all personal wedding items and gifts and deliver to reception site or designated person

### Reception

- Set-up of all reception décor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place card, gifts, table design, etc)
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Bustle wedding gown
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, cake cutting, bouquet toss, dances, etc.)
- Cue Bride and Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly
- Collect personal wedding items and deliver to on-site bridal suite or to clients allocated responsible party

## PARTIAL PLANNING

### *Bella Chic*

FOR THE COUPLE WHO HAVE ALREADY BEGUN PLANNING SUCH AS, SELECTING A VENUE, SECURING SOME VENDORS AND HAVE A VISION - BUT NOT QUITE SURE HOW TO BRING IT ALL TOGETHER.

WE STEP IN AND GUIDE YOU FOR THE REMAINDER OF THE PLANNING PROCESS WITH BUDGET, DESIGN ASSISTANCE, PROFESSIONAL VENDOR REFERRALS AND UNLIMITED PROFESSIONAL ADVICE TO ENSURE A STRESS FREE PLANNING EXPERIENCE AND WEDDING DAY.

#### Pre-Wedding Day Services

- Unlimited contact via phone and email
- Create a planning checklist so nothing is forgotten before the big day
- Production of a detailed timeline and schedule for vendors
- Etiquette guidance
- Review BEO (Banquet Event Order) provided by catering manager
- Assist with Ceremony plans and Reception Layouts
- Review vendor contracts
- Confirmation of all vendors, services and arrival times.
- Create a detailed Ceremony & Reception packing checklist of items to be collected at the Rehearsal, so nothing is forgotten.

#### Budget Guidance:

- Produce a realistic detailed budget or review budget created by Client, to offer cost-saving tips and to ensure they are on a realistic path

#### Design:

- Guidance to ensure the wedding design has a cohesive feeling from beginning to end. This includes, but is not limited to, invitations, floral design and décor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc.
- Suggest décor elements

#### Vendors:

- Vendors provided based on budget and style, Client would then take over to contact Vendor to confirm availability and arrange appointments
- Review final contracts before executed

#### Meetings:

- **Up to 6 in-person planning meetings:**
  - o Complimentary Consultation to get a feel for your vision
  - o Venue Walkthrough
  - o Final Details Meeting
  - o Design/Planning meeting
  - o The remaining (3) meetings can be used for additional planning meetings, vendor meetings etc.

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### **Wedding Rehearsal**

- Coordinate ceremony rehearsal (up to 2 hours max)
- Collect décor to set-up on the wedding day (based of Packing Checklist)
- Distribute personal wedding day itinerary to wedding party (i.e. when & where to show up for pictures, time of hair & make-up etc.)
- Collect final payments for vendors
- Collect wedding day items such as marriage license, guest book, cake knife, pictures, toasting flutes, favors, candles, programs, place cards, cake knife, etc. (prior to wedding or day of rehearsal)

### **Wedding Day**

- All services listed in Simply Chic/Wedding Coordination package

# FULL PLANNING

## *Exquisitely Chic*

THIS PACKAGE IS THE ULTIMATE IN LUXURY. PERFECT FOR THAT WANTS TO MAKE ALL OF THE DECISIONS REGARDING THE WEDDING, BUT DOESN'T HAVE TIME FOR THE DETAILS AND ARRANGEMENTS. FOR THE COUPLES THAT NEED ASSISTANCE FROM THE VERY BEGINNING UNTIL YOU LEAVE FOR YOU HONEYMOON. WITH YOUR DIRECTION WE WILL RESEARCH, ARRANGE, MANAGE AND EXECUTE YOUR DREAM DAY.

THE EXQUISITELY CHIC PACKAGE WILL ALLOW YOU TO PUT ALL OF YOUR ENERGY INTO THE FUN AND EXCITING PART OF THE PLANNING PROCESS. HAVE FUN WITH THE PARTIES AND BRIDAL SHOWERS, FINDING YOUR DREAM GOWN, SHOPPING AND ALL THE OTHER FUN ACTIVITIES ASSOCIATED WITH PLANNING YOUR DREAM WEDDING. LET CAE HANDLE THE DETAILS!

### Pre-Wedding Day

- Unlimited contact via phone and email
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- Assist with Ceremony plans and Reception Layouts
- Review vendor contracts
- Confirmation of all vendors, services and arrival times.
- Create a detailed Ceremony & Reception packing checklist of items to be collected at the Rehearsal , so nothing is forgotten.

### Meetings:

- Unlimited meetings, emails and phone calls
- Complimentary Consultation to get a feel for your vision
- Final dress fitting to learn bustle
- Tastings
- Design
- Planning
- Timeline
- Venue Walkthrough - to walkthrough event spaces (2-3 months prior to your wedding)
- Final Details Meeting - review final details, timeline, BEO, Vendors & Ceremony (2-4 weeks prior to wedding)

### Budget Management:

- Produce a realistic detailed budget, once Clients priorities have been established
- Track budget to ensure finances are on track
- Payment reminders
- Final Vendor Payment worksheet

### Venue Selection:

- Produce a "venue scout" based on Clients taste and budget, listing pictures, out-the-door rates, pro/con list and availability
- Arrange and attend venue tours
- Finalize all contracts

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#### Vendor Selection:

- Assistance with vendors and selection of the most professional and reliable vendors to fit your style, and budget including, but not limited to, Officiant, Photographer, Videographer, Florist, Catering, Bakery, Entertainment, Hair and makeup, Lighting, Rentals, Wedding Stationery, Attire, Calligraphy, Seamstress, Room block, Transportation Etc.
- Bridal salon recommendations to find your perfect gown
- Vendors provided based on availability, budget and style
- Review final contracts before executed

#### Vendor Management:

- Schedule appointments
- Oversee proposals and edits
- Point of contact for all wedding details

#### Design:

- Establish concept/theme
- Create a digital color & vision board
- Guidance to ensure the wedding design has a cohesive feeling from beginning to end. This includes, but is not limited to, invitations, floral design and décor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc.
- Suggest décor elements
- Favor assembly (not including cost of supplies)
- Assemble & deliver welcome baskets/gift bags to Hotel(s) (not including cost of supplies)

#### Guest List Management:

- Invitation assembly - not including postage or full assembly (planner will apply designated rsvp id to rsvp cards, apply postage, cross check accuracy with guest addresses from stationer, apply ribbon if chosen and not done through stationer - depending on the complexity of the design and stuff envelopes and seal
- RSVP management: tracking rsvp's (guest count, requests, meals etc.), providing weekly reports and calling/emailing those who didn't respond

#### Wedding Rehearsal

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#### Wedding Day

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