

SIGNATURE COORDINATION PACKAGE

6 months
\$2,500



GENERAL:

- Venue Administrator will answer questions until 6 month mark when Coordinator is assigned
- Coordinator will handle all communications
- Online Payments
- Guest Portal

VENUE:

- Indoor Furnishes Included
 - Rectangles, Round Tables, High Tops
 - Ceremony & Reception Chairs
- Getting Ready Suite
 - Opens 9am the day of your event & closes at the time of your ceremony
- Outdoor Furnishes Included
 - Outdoor Gardens & Greenspace
- Full Service Bar Set Up

DAY OF:

- Coordinator is on site before you arrive and until after you leave
- Coordinator will coordinate the entire event (ceremony included)
- Sets up any Personal Decor and cleans up/packages up for transport
- Coordinator handles other vendor items
 - Cake, Florals, Late Night Snack etc.
- Coordinator Manages Vendors
- Manages Timeline
- Distribution of Gratuity
- Day of Errands
- Marriage License Management
- Vendor Liability Insurance Management

MONTHLY STRUCTURED

APPOINTMENTS:

- Layout Consultation with with one of our Creative Designer (30 Minutes)
- Decor Consultation with one of our Creative Designer (1 Hour)
- Meet your Coordinator
- Timeline Creation
- Vendor Meeting
- Decor
- Ceremony + Final Details
- Final Review Meeting
- PLUS: Any other appointments needed

AMENITIES:

- Access to Wedding Day Kit (\$150)
- Custom Logo Design (\$100)
- Steamed Head Table Linens (\$50+)