SIGNATURE COORDINATION PACKAGE

6 months

$2,750

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:

- 1 Hour Rehearsal Coordination
- Access to Wedding Day Kit
- Custom Logo Design
- Ultrasonic Jewelry Cleaner
- Steamed Head Table Linens