

Signature Planning Package

12 months
\$5,000

GENERAL:

- Venue Administrator will answer questions until 1 year mark when Planner is assigned
- Planner will handle all communications and questions
- Online Payments

VENUE:

- Indoor Furnishes Included
 - Rectangles & Round Tables, Black Willow Chairs, 3 Wooden High Tops, Standard High Tops
- The Lounge with custom bar and fireplace
- Outdoor Furnishes Included
 - Patio Furniture & Adirondack Chairs
 - Outdoor Bar & Greenspace
- Full Service Bar Set Up
- Onsite Event Manager to operate Venue
- Support Team Onsite to maintain Venue
- Access to Venue at 12pm - ending 1 hour Bar package closes (*in spring of 2027*)
- Getting Ready Suite Access at 9am (*in spring of 2027*)

DAY OF:

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

MONTHLY STRUCTURED APPOINTMENTS:

- Decor Consultation with Charm Decor House
- Layout Meeting with Charm Decor House
- Meet your Planner
- Planning Timeline
- Event Design
- Stationary
- Wedding Day Timeline Preparation
- Follow Up Appointment
- Wedding Day Timeline Creation
- Final Vendor Meeting
- Décor Design
- Seating Chart
- Final Review Meeting
- Ceremony and Final Details
- PLUS: Any other appointments needed

AMENITIES:

- Access to Wedding Day Kit
- Custom Logo Design
- Steamed Head Table Linens
- Rehearsal Dinner Planning
 - 3 hours at event
- 2 Guided Appointments with booked Vendors
 - Planner Present
- Vendor Contract Review
- Hotel Blocks - *Research/Management*
- Transportation Management with preferred partners
- Guest Bathroom Amenity Basket