

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

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 after Bar Package closes (*in spring of 2027*)
- 1 Getting Ready Suite Space, access at 9am (*in spring of 2027*)

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:

- Decor Consultation with Charm Decor House
- Layout Meeting with Charm Decor House
- 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
- Custom Logo Design
- Steamed Head Table Linens
- 1 Hour Rehearsal Coordination
- Ultrasonic Jewelry Cleaner