

WEDDING DAY MANAGEMENT

Lace & Brass Events

WEDDING DAY MANAGEMENT \$1,350

Preparation for Your Wedding

- First consultation (phone) to create wedding timeline. Ideally done 6-9 months before wedding
- You will have access to our online planning program Aisle Planner to help you stay on track and organized- Checklist, Notes, Design Boards, Guest & Seating, Vendor area, Budget, Calendar & Timeline functions will be available for your use throughout your planning process after booking.
- Unlimited phone & email communication from date of contract to discuss day-of needs
- Access to preferred vendor list
- 1 to 4 months prior to wedding day meet with Wedding Couple at ceremony + reception locations. If scheduling doesn't work to meet this meeting can be done via Zoom with venue owners or an extra phone call with clients if coordinator has worked at venue before.
- Create a detailed wedding day timeline & condensed wedding day timeline for wedding party
- Two weeks prior to the ceremony, phone consultation with the Wedding Couple to finalize the timeline. All vendors listed on the contract will then be contacted to verify details of their services and to be given our contact information for day-of needs

Wedding Day

- Be there from start to finish on your wedding day- when vendors begin to set up until all that is left for the night is dancing! Please note: A maximum of 10 hours is included for our Management Service unless take down is added at end of night.
- Manage wedding vendors per your instructions
- Manage wedding party
- Oversee vendor set up at ceremony and reception sites
- Organize & distribute all personal flowers to wedding party, family members & special guests
- Provide Bridal Emergency Kit - aspirin, energy bars, mints, sewing kit, stain remover, two clear bubble umbrellas, etc.
- Facilitate the wedding ceremony
- Check for any items necessary to properly conduct the ceremony
- Oversee ushers & guest book attendants
- Properly line up processional & cue musicians
- Bustle bridal gown if needed
- Coordinate entertainment and all announcements/events during reception
- Hand out final vendor balances & tips
- Be prepared to meet any emergency situation that may arise

PAYMENT INFORMATION

- A non-refundable retainer, \$500 for Management and \$750 for Management + Design, is due with our signed contract to hold your wedding date
- The remaining balance will be broken up into (2) 50% payments as follows:
 - 50% due 4 months before wedding
 - 50% due 2 weeks before wedding

WEDDING DAY MANAGEMENT

Lace & Brass Events

MANAGEMENT ADD-ONS: IN ADDITION TO MANAGEMENT SERVICE

Set up on Wedding Day

- We will set up your decorations (and/or our rentals if applicable) on wedding day for ceremony and reception. Does not include drapery, lighting, tables, chairs or other vendor items ex: flowers, sound equipment or bar
- One to three assistants with the coordinator depending on guest count
- Additional \$300 - 75 guests or less; \$450 76-150 guests; \$600 151-200 guests; Please inquire for 200+

Take Down on Wedding Night

- Our team will pack up your decorations (and/or our rentals if applicable) at the end of your event. Does not include drapery, lighting, tables, chairs or other vendor items. ex: flowers, sound equipment or bar
- Additional \$350 150 guests or less; \$450 151-200 guests; Please inquire for 200+

Event Design

- Create custom pdf style guide for each aspect of your wedding day: ceremony, head table, guest table, place settings, gift/card table etc.
- Cohesive design outlining all decor, flowers, linens etc and who is providing what.
- After discussing the style boards and getting your approval, we will create a custom proposal for our event decor rentals if applicable
- Additional \$600
- See small example here:



Head Table DESIGN

Item	Notes	Quantity	Details
Centerpiece	Flowers on the table in the group for	1	White and Blue
Chairs	White and Blue	1	White and Blue
Place Settings	White and Blue	1	White and Blue
Signage	White and Blue	1	White and Blue

Ceremony DESIGN

Item	Notes	Quantity	Details
Altar	White and Blue	1	White and Blue
Chairs	White and Blue	1	White and Blue
Place Settings	White and Blue	1	White and Blue
Signage	White and Blue	1	White and Blue

Guest Tables DESIGN

Item	Notes	Quantity	Details
Centerpiece	Flowers on the table in the group for	1	White and Blue
Chairs	White and Blue	1	White and Blue
Place Settings	White and Blue	1	White and Blue
Signage	White and Blue	1	White and Blue

Rehearsal Attendance

- Coordinator come for up to 1 hour of rehearsal time at the ceremony location
- Work with wedding officiator to choreograph wedding ceremony, processional and recessional if needed
- Distribute printed Wedding Day timeline to wedding party
- Additional \$200

Tented Wedding

- If your reception is tented, we have an extra fee to compensate for the extra work tented weddings require from our team.
- Extra flat rate fee for tented weddings: \$350