

INTIMATE WEDDING PLANNING

Lace & Brass Events

FOR WEDDINGS 50 PEOPLE OR LESS \$4,750

Preparation for Your Wedding Day

- Planning Zoom calls at 12, 9, 6, 3, 2, 1 month and 2 weeks prior. We will check in with your planning process, discuss timeline, design, day-of items and be a resource for your planning needs
- Vendor recommendation list including a "starting" place with our top recommended vendors based on your location and needs.
- LBE custom planning checklist on Google Drive
- Custom wedding event design created with an 8-16 page pdf style guide detailing all decor, linens, flowers etc (see example below)
- Floorplan created
- Venue walk through if we have not worked at venue yet or wedding is on private property
- Detailed timeline created & managed
- Two weeks prior all vendors will be contacted to confirm details for your wedding and to be given our contact information for day-of needs.



Wedding Day

- Two to three assistants working with Wedding Planner (one may become lead for take down when planner may be done for night)
 - Management for entire day by Wedding Planner until all that's left is dancing or relaxing after dinner
 - Meet and greet all vendors and help prepare ceremony site and reception venue
 - Setup decorations (yours and ours, if renting)
 - We will be the main point of contact for vendors allowing you to get ready and enjoy your day
 - Timeline management of the day
 - Properly line up ceremony processional & cue musicians
 - Hand out final vendor balances & tips, if needed
 - Be prepared to meet emergency situations that may arise
 - Pack up decorations (yours and ours, if renting) at end of night or next morning depending on locations and venue needs
- A non-refundable retainer of \$750 is due with signed contract to hold your wedding date.
 - The remaining balance would be broken up into (4) 25% Payments due 9 months, 6 months, 3 months and 2 weeks before wedding date. Payment schedule breakdown will be spread out more if wedding is over a year away at time of booking.
 - Madeline Island Ferry Fee: \$200 ferry fee to cover vehicle, enclosed trailer and team.
 - Tented weddings have a \$500 fee to cover the extra work for our team and an extra assistant.
 - No travel fee if wedding is within 30 miles of Bayfield. Weddings farther than 30 miles have a travel fee that is \$0.75/mile for truck & enclosed trailer for the total round trip mileage.
 - You are responsible for paying vendors directly. All vendor/service contracts will be between you and the vendor/service provider.