



2019 Pricing Guide

Head Over Heels!

Month of Coordination & Event Management



Best for: The bride who has overseen details of planning the wedding herself and now wishes to turn over all of the final details and logistics the month of to a professional;

Event Management & Month of Coordination

Pricing: \$1,600.00

(an additional 7.25% sales tax will be applied)

Before Your Wedding we will provide...

- Unlimited advice and consultations with your BTVWE consultant
 - Customized Wedding Website
- Personalized Bridal Party Newsletter distributed via email on a quarterly base
 - Customized budget according to your spending goals
 - Customized Beyond the Veil Wedding Checklist (emailed)
 - Beyond the Veil Wedding & Event Services "Favorite Vendors List"
- Meeting with you and your fiancé to understand your wedding day vision (ceremony & reception)
 - Obtain all vendors contracts
- Contacting and confirming all vendor details (deliveries, set-up times, or any pick-ups, etc.)
 - Liaison with all contracted vendors to clear up any misunderstandings and verify all wedding day needs
 - Assistance with ceremony and reception venue floorplan



Before Your Wedding we will provide...

- Visit both the ceremony and reception sites prior to wedding
- Meeting with reception venue coordinator and caterer to discuss wedding day itinerary
 - Detailed wedding day schedule and itinerary delivered to the bridal party and family at Rehearsal
- Development of a detailed wedding timeline, itinerary and floor plan for contracted vendors
- Follow up telephone calls to the contracted vendors 1-2 weeks before the wedding day and day before
 - Advice for wedding day etiquette and protocol
 - **Wedding Rehearsal supervision and coordination**

Pickup of all personal items for the Wedding Day from the family and transporting them to the ceremony and reception venue



On the day of Your Wedding we will provide...

- On-site coordination and supervision at the ceremony site and during the reception on the day of your wedding
 - Address any issues that may arise during on the Wedding Day
- Hiring an additional assistant(s) when needed, determined by the size of the wedding
 - Set up and Breakdown of nominal ceremony & reception decorations
 - Set up of guest book, place cards, engagement photos, bridal portrait, menus, candles, favors, etc. at the ceremony & reception site
- Supervision of all vendor delivery and set up on day of wedding at ceremony and reception site, as well as any interference, needed
 - Assist bride and wedding party in dressing room prior to ceremony
 - Organization and distribution of all personal wedding flowers
- Behind the scene event management and troubleshooting, including our Wedding Day Emergency Kit



On the day of Your Wedding we will provide...

- Coordination and timing of ushers, house party, attendants, bride and groom
 - Assistance with photographer order of pictures after the ceremony
- Transport of personal items (and even flower arrangements) from the ceremony to the reception
- The bustling of the wedding gown and arrangement of refreshments upon couple's arrival to reception (items provided by client or catering company)
 - Coordination of presentation of the bride and groom
- Coordination of entertainment and all announcements of events (first dance, dances with family, champagne toasts, cake cutting, bouquet toss, etc.)
- Monitoring of specially requested photographs and videography during the reception
 - Supervision of bride and groom exit and passing out exit favors to guests



After Your Wedding we will provide...

- Pickup and return of all personal items to the clients at the end of the evening or at arranged date (gifts, cake topper and top of cake, bride's bouquet, couple's toasting glasses, cake serving utensils, etc.)
- Check up on Mr. and Mrs. upon returning from the honeymoon to answer any lingering

And all of the Sweet Details in Between....

Additional Items Can be added off of our A La Carte Menu.