



Best for: The bride who has overseen the planning of the wedding ceremony and is in the need for someone to oversee the reception logistics

> Wedding Reception Management Only Pricing: \$950.00 (an additional 7.25% sales tax will be applied)

Package includes unlimited advice and consultations with your BTVWE consultant

Before your Wedding we will provide ...

Obtain all reception vendors contracts

Contact all reception vendors and inform them of Beyond The Veil Wedding & Event Services
 assistance

· Confirm all vendors contract details (deliveries, set-up times, any pick-ups

or returns, etc.)

Liaison with all contracted vendors to clear up any misunderstandings and verify all

wedding day needs

Visit to the reception sites prior to wedding

• Meeting with reception venue coordinator and caterer to discuss wedding day details

Development of a detailed wedding reception timeline, itinerary and floor plan for contracted vendors and the bridal party

· Follow up telephone calls to the contracted vendors 1-2 weeks before the

wedding day and day before

Advice for wedding reception and protocol

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

Address any issues that may arise during on the Wedding Reception
Hiring an additional assistant(s) when needed, determined by the size of the wedding
Behind the scene event management and troubleshooting, including our Wedding Day Emergency Kit

Setup of personal touches for reception
(i.e. champagne flutes, cake cutting utensils, signage, etc.)
Coordination of the presentation of the bride and groom and bridal party
Coordination of entertainment

(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 ...

· Check up on Mr. and Mrs. upon returning from the honeymoon to answer any lingering questions

And all of the Small Touches in between....

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