

## Simply Royal Events

### **Day of Package: \$1500**

- 10 hour day of event and 2 hour rehearsal
- Look over all vendor contracts
- Consultation at Reception Site to help Create detailed timeline (photographer, DJ/Band)
- Confirm all vendors 30 days before wedding; conveying itinerary
- Reaffirm all vendors one week prior to event (itinerary, final guest count, delivery times and recovery times)
- Day of assistance (place cards, favors, cake server, champagne flutes, dessert station, bathroom baskets, change of attire, send off items, menu cards, programs, guest book, work with florist on placement of flowers and hand out bouquets and boutonnieres)
- Coordination of Ceremony and Reception: Ceremony line up, keep in contact with photographer (gathering for pictures, make sure all photos requested by bride are being taken), direct guests from ceremony to reception, work with master of ceremonies (DJ/Band) to keep reception flowing ie. Introductions, first dance, speeches, cake cutting, bouquet toss, etc.
- Always make sure the bride and groom are served food and drinks, as well as insuring every detail is going as the bride and groom had planned.
- Coordinate the departure of the couple and the guests
- After the event: clear personal items from bridal suite, men's lounge and remainder of event site. Assist with collecting gifts, favors, centerpieces, etc.

### **\*\*Consulting Package/ Preferred Package: \$2000 \*\***

- Includes all the day of package
- In person consultation to discuss your wedding 4-6 months prior to the big day
- Recommendations on vendors
- Advice on colors and style
- Provide Etiquette advise
- Help couple stay on track
- Assistance with making décor (signage, escort display, etc.)

**Full Service Package: Starting at \$5000**

- Includes all the day of package
- Planning for and with the following vendors: venue, ceremony site, caterer, photographer, cake, décor (flowers, colors, lighting, etc.), rentals (tables, chairs, tent, furniture, linens), Band/DJ, invitations, videography, hair, make up, hotel reservation blocks, transportation
- Meet with all vendors, set up venue appointments, accompany couple to venue sites, food and cake tastings
- Screen all vendor contracts
- Individual services available including but not limited to: Invitations, addressing and sending, program design and printing, place cards, favor assembly, out of town welcome packages, etc.