



ROSE BELL EVENTS

WEDDINGS | COMMITMENT CEREMONIES | SPECIAL EVENTS

Wedding Service Packages

Bridal couples are not one-size-fits-all, and neither are their needs. That is why we create a unique package to suit your unique event. While each couple brings their own wishes to the table, there are certain services that are true of all weddings. Most will have a ceremony component, a celebration (or reception) component, many require flowers or décor, and I've yet to attend a wedding that didn't offer their guests at least a hint of food or drinks. With that in mind we have created a few basic packages that will be tailored to meet your needs following an initial complimentary consultation.

Premier – Starting at \$2500

This is the ultimate package of services—and an outstanding value. Enjoy hands-on assistance for the bride and groom, from initial planning stages until the last guest leaves.

Staffing

- Customized assistance from an experienced wedding coordinator
- Two wedding-day assistants for eight hours each (more may be recommended, depending on the number of guests and special needs)

Pre-Event Planning

- Four pre-event consultation and planning meetings to review contracts, schedule, contact lists, and all details (up to two hours per meeting)
- Up to twenty hours of personalized consultation via phone or e-mail
- Detailed budget plan to include all aspects and details of your special day
- Comprehensive, custom wedding timeline and checklist
- Expert advice regarding etiquette and design
- Creation of your wedding ceremony and reception seating and floor plans
- Assistance with rehearsal dinner location and arrangements
- Assistance with planning bridal luncheon or post-wedding brunch

Vendor Recommendations & Management

- Assistance with venue and vendor selections and all contracts

- Wedding coordinator to accompany you to up to ten vendor appointments of your choice (up to two hours per appointment)
- Assistance with the coordination and printing of the stationery (invitations, programs, etc.)
- Final vendor confirmations and directions for the day

Event-Day Planning & Management

- Wedding day coordination (for description see last page)
- Direction and orchestration of your wedding ceremony rehearsal (up to two hours)
- Collection of any wedding items at rehearsal to be brought to and set up at your wedding venue(s), such as favors, programs, guest book, place cards, etc.
- Management of the entire event: from the moment the bride is in the makeup chair until the last vendor leaves
- Oversight of vendor commitments
- Up to twelve hours of wedding-day coordination

Guest Services

- Personal concierge service: hotel accommodations and travel arrangements for guests, room blocks, gift baskets, etc.
- Research of activities and special events for out-of-town guests
- Assistance with coordinating and contracting transportation for you and your guests

All packages are customized to fit each client's unique needs. Call **707.472.7413** today to schedule your free appointment. Actual package pricing depends on the number of guests, number of necessary appointments, location of ceremony and reception, and number of months in advance the services are secured. Additional wedding-day assistants are available. Call for details.

707.742.7413

Classic – Starting at \$1500

This is the perfect package of services for the bride and groom who want guidance throughout the planning process. Experienced professionals help you get started, navigate through the endless choices of locations and vendors, and select the very best to meet your desires within your budget.

Staffing

- Customized assistance from an experienced wedding coordinator
- One wedding-day assistant for eight hours (more may be recommended, depending on the number of guests and special needs)

Pre-Event Planning

- Three pre-event consultation and planning meetings to review contracts, schedule, contact lists, and all details (up to two hours per meeting)
- Up to ten hours of personalized consultation via phone or e-mail
- Detailed budget plan to include all aspects and details of your special day
- Comprehensive, custom wedding timeline and checklist
- Expert advice regarding etiquette and design
- Creation of your wedding ceremony and reception seating and floor plans

Vendor Recommendations & Management

- Assistance with venue and vendor selections and all contracts
- Wedding coordinator to accompany you to up to two vendor appointments of your choice (up to two hours per appointment)
- Assistance with the coordination and printing of the stationery (invitations, programs, etc.)
- Final vendor confirmations and directions for the day

Event-Day Planning & Management

- Wedding day coordination (for description see last page)
- Direction and orchestration of your wedding ceremony rehearsal (up to two hours)
- Collection of any wedding items at rehearsal to be brought to and set up at your wedding venue(s), such as favors, programs, guest book, place cards, etc.

- Management of the entire event: from the moment the bride is in the makeup chair until the last vendor leaves
- Oversight of vendor commitments
- Up to eight hours of wedding-day coordination

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The Wedding Day – Starting at \$600

This is the perfect option for the bride and groom who want to handle the preliminary planning but who understand the importance of a wedding coordinator to manage and take care of the details on your wedding day.

We will work with you during the last few months prior to your wedding to make sure everything is on schedule and to represent your wishes on your wedding day.

Staffing

- Customized assistance from an experienced wedding coordinator
- One wedding day assistant for six hours (more may be recommended, depending on the number of guests and special needs)

Pre-Event Planning

- Two pre-event consultation and planning meetings to review contracts, schedule, contact lists, and all details (up to two hours per meeting)
- Comprehensive, custom wedding timeline and checklist
- Final review of your wedding ceremony and reception seating and floor plans

Vendor Coordination

- Collect vendor information and review contracts, timelines, etc.
- Two hours of final vendor confirmations and directions for the day

Event-Day Coordination

- Direction and orchestration of your wedding ceremony rehearsal (up to two hours)
- Collection of any wedding items at rehearsal to be brought to and set up at your wedding venue(s), such as favors, programs, guest book, place cards, etc.
- Oversight of vendor commitments
- Up to eight hours of wedding-day coverage

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Wedding Day Coordination – Included in all packages

These tasks may seem small, but they add up to a big responsibility on your special day...and a big headache if anything is overlooked or mishandled. These services are included in all packages so you can relax and have a worry-free wedding.

- Greet vendors, ensure all arrive and deliver as contracted, receive deliveries
- Make sure that your transportation throughout the day is prompt
- Ensure that all special ceremony items (such as a unity candle) are accounted for and placed properly
- Oversee setup and design of ceremony and/or reception venues
- Assist with distribution of wedding flower bouquets and flower girl baskets
- Assist with pinning on corsages and boutonnieres
- Organize family members and the wedding party for pictures as needed
- Coordinate instructions with ceremony greeters (distribution of programs) and ushers (seating)
- Make sure guests with special needs are attended to, assist guests with questions
- Ensure that the best man has the wedding bands in his pocket
- Keep track of flower girls and ring bearers, cue them when it's time to walk down the aisle and ensure that they make it down the aisle
- Line up and cue the wedding party when it's time for them to walk down the aisle, make sure the bridesmaids are holding their flowers properly, etc.
- Calm and prepare you for your memorable walk down the aisle, fluff your dress, straighten your train, adjust your veil, dry any tears, and cue you when it's time
- Cue ceremony musicians and other key participants
- Ensure that the marriage license is signed
- Assist maid of honor with bustling your gown and changing your attire
- Make sure that guest seating plan and/or place cards are displayed properly
- Manage wedding gift attendant and make sure that all cards are attached to the gifts to keep track of what was received from whom
- Ensure that all wedding favors, photos, table numbers/signs, menus, disposable cameras, toasting flutes, cake cutter and server, etc., are placed properly
- Make sure that any special meals (such as vegetarian requests) are taken care of properly
- Coordinate food and beverage service and timing with the chef and waitstaff

- Check that all candles are lit before guests enter the reception venue and that they stay lit throughout your celebration
- Oversee that the DJ or MC is following the schedule of events and are cuing activities properly
- Keep you and your groom prepped for upcoming activities such as the bouquet toss
- Ensure that guests dance when and as needed, but most important, that they are having a great time
- Manage bar budgets as needed
- Make sure that special guests and family members are present for activities such as the cake cutting
- Come to your aid if your groom gets carried away with the cake cutting
- Distribute gratuities to the proper people and vendors on your behalf
- Pack up all your personal items, top tier of your wedding cake, disposable cameras, gifts, etc., at the end of the celebration
- Have wedding emergency kit on hand

À la Carte – Price upon request

When you need only specific aspects of your wedding planned or you would like to customize your own package, we offer a variety of à la carte services for you to choose from.

- Preparation of budget analysis for the upcoming wedding
- Stationery design session
- Hospitality, amenity, gift baskets
- RSVP service
- Discussion of possible ceremony and reception venues
- Venue tours
- Personalized referral list regarding your specific event
- Discussion of theme, design, and decor for your wedding
- Timeline and checklist development for your wedding day and/or related events

All services are customized to fit each client's unique needs. Call **707.472.7413** today to schedule your free appointment.