

Barbara's Brides

Barbara Hearne, Certified Wedding Specialist

Office 512.257.8100/Cell 512.569.7835

www.barbarasbrides.com barbara@barbarasbrides.com

Wedding Package Bonus: All include over 20 years of experience in wedding service



Essential Coordinating \$1,395.00

- ◆ Complimentary consultation to lay out wedding and reception ideas. Consultant will be able to offer suggestions on the initial steps to take regarding wedding style, budget and color schemes.
- ◆ This is far more than just day of or month of planning. Once we are hired, you can contact us by phone or e-mail to begin answering wedding questions whether your wedding is a year or a month away
- ◆ Our preferred vendor list to narrow down your selections based on our past experience with them
- ◆ Monthly checklist to keep you on target
- ◆ Create a wedding weekend schedule for vendors, family and bridal party
- ◆ Checklist of whom is responsible for taking home gifts, cake topper, bridal portrait and keepsakes
- ◆ Phone meeting with the reception site coordinator to ensure all parties are in sync
- ◆ We will bring our wedding day emergency kit (black socks, super glue, hair spray, bobby pins, etc.)
- ◆ Coordinator's assistance at the rehearsal directing the flow of the ceremony
- ◆ Instructions on the family's and bridal party's responsibilities
- ◆ Set-up wedding programs and guest book in their proper place
- ◆ Greet your guests at the reception offer any necessary directions
- ◆ Coordinate the agenda of the evening (the toast, 1st dance, cake cutting, bouquet and garter toss)
- ◆ Coordinator available for up to 8 hours on the wedding day
- ◆ *Please note with this package the bride & groom will reserve and book all service with vendors themselves.*

Premium Service \$2,495.00

- ◆ All the services in the Essential Coordinating package with the following added:
- ◆ Contact and reserve the services of up to 5 vendors still needed
- ◆ Review wedding contracts and offer suggestions on any necessary changes
- ◆ Offer style and color suggestions for wedding attire and overall wedding theme
- ◆ Suggest a variety of ideas for centerpieces.
- ◆ A two hour meeting prior to the wedding to discuss the final details of the actual wedding day
- ◆ Follow-up with phone calls to vendors, regarding information detailed on the weekend agenda
- ◆ Assist with reception site decorating (this may be limited or vary based on time constraints)
- ◆ Transport wedding items to the ceremony and/or reception site (napkins, favors, guest book, etc.)
- ◆ Bustle your wedding gown after the ceremony
- ◆ Layout guest cards, table cards and seating chart
- ◆ Distribute "day of" payments to your vendors
- ◆ Load gifts into the assigned vehicle or suite on site
- ◆ Distribute "exit" favors to guests
- ◆ Coordinator available for up to 9 hours the day of the wedding
- ◆ *This package is for the couple wanting to do most of their planning themselves. They have hired most of their vendors already and are looking for additional assistance in wrapping up all the details.*

The Superior \$3,395.00

- ◆ All items included in the Day of and Premium Coordinating Packages, as well as:
- ◆ Contact and reserve appropriate professionals to service your wedding
- ◆ Arrange and coordinate group transportation for the ceremony and reception guests
- ◆ Recommend locations for rehearsal dinner, bridal luncheon and post wedding brunch
- ◆ Arrange for hotel guest room blocks (limited to 3 hotels)
- ◆ Assist in shopping for wedding gown (Maximum three salon visits)
- ◆ Assist in tuxedo selections
- ◆ At wedding site two hours prior to the wedding for final details, dressing and flower distribution
- ◆ Check with attendants on removing all personal items from ceremony site bridal room
- ◆ Confirm with Best Man and Maid of Honor on transporting Bride and Groom's luggage/personal items
- ◆ Deliver reception meal and slice of wedding cake to the bridal suite after the reception, when staying on site. If reception and suite are at separate facilities, a box will be prepared to take with you
- ◆ Place personal items (bouquet, cake topper, guest book, table cameras) in the appropriate vehicle or suite
- ◆ Package the anniversary cake for the mother of the bride or maid of honor to freeze
- ◆ Oversee vendor clean-up
- ◆ Gather centerpieces and remaining decorations
- ◆ Coordinator available on the wedding day for up to 10 hours

This package is ideal for the couple looking for more direction and guidance with their wedding plans. We help with all the selections necessary to bring it together without stress.

The Elite \$4,795.00

- ◆ All items included in the Day of, Premium and the Superior Coordination Packages, as well as:
- ◆ If requested coordinator will interview and reserve all vendors for the couple if their schedule does not allowing for local visits. We will design the wedding based on the couple's color preferences and style
- ◆ All linen ordering and floral design appointments will be taken care of by the coordinator
- ◆ Assemble, hand address and mail wedding invitations. Maximum of 100 invitations, additional invitations charged at 2.00 per invitation (postage paid by the bride) Invitations required 8 weeks prior to wedding
- ◆ When a calligrapher will be addressing the invites, we will deliver the invites to and from the calligrapher
- ◆ Regular e-mail reminders on wedding tasks that still need to be completed
- ◆ Make arrangements for the rehearsal dinner including the location, transportation, invitations and décor
- ◆ Arrange for babysitting service for the reception
- ◆ Discuss different room layout options for the reception
- ◆ Assist with selecting wedding party or family gifts and wrapping if needed
- ◆ Suggest ideas and assemble "welcome bags" for family and bridal party (Limited to 25 bags). Items can be purchased by Barbara's Brides (billed to bride) or directly purchased by the bride
- ◆ Deliver welcome bags to assigned hotel for "check-in" distribution (limited to 3 hotels)
- ◆ Arrangements made for deli trays/waters to be in the bride's and groom's while they are getting ready
- ◆ Return floral items if necessary (weight/height restrictions)
- ◆ Return cake accessories for deposit return if necessary
- ◆ On hand three hours prior to the wedding and available for up to 10 hours on the wedding day

This package is perfect for an out of town couple or if you are simply very busy. We realize you need more hands on coordination, support and assistance to create a dream event. There are a million little details that go into planning a wedding, we take the pressure off of you.

Destination Weddings vary in cost based on the location. The price will include (on average) the following: The "day of" package, roundtrip air and hotel accommodations (up to four days prior to the wedding for proper arrangements to be made and one day after the wedding). This package will be customized. Can't find the package for your individual needs? Customized packages are encouraged. Feel free to add or delete any services to build the perfect package. An hourly rate of \$100.00 may apply to service beyond the negotiated time frame.