

La Woods Wedding & Events

P.O. Box 640
Piqua, OH 45356-0640
937.476.9356

Day of Coordination

Our Day of Coordination was developed for couples looking for day-of help. Our mission is to ensure the day runs smooth and every couple can be relaxed and happy! Everyone has worked tirelessly on their event and now it's time to enjoy!

To help the day run smooth we offer a timeline customized to the couples wishes. We act as the liaison for every vendor on the day of the event, so the couple can enjoy their day with less the questions. In addition, we offer assistance with ceremony, venue set up and tear down.

Every event is unique, so we customize every package to fit the needs of the couple. Please see the fee schedule as follows:

Day of coordination starts at \$550.00

5 hours on site day of coordination

Day of vendor liaison

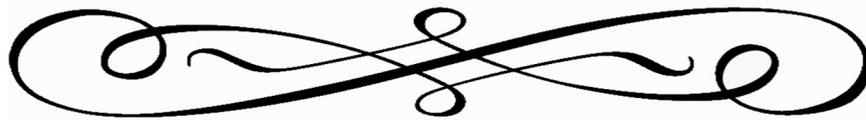
1 day of timeline

1 hour in person consultation

Unlimited emails

Unlimited scheduled phone consultations

*Extra hours for day of is \$100.00 per hour



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Ceremony Package

Ceremony package is an additional feature that can be added into your day of coordination package. We can help you figure out the logistics of where everyone stands and how the processional and recessional can be executed. We will be happy to work with your officiant or church.

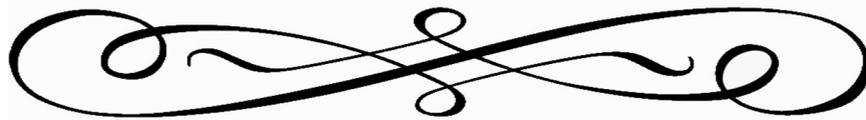
Ceremony Coordination Pricing starts at \$200.00

1 Hour for rehearsal

Pre-Planning for ceremony coordination

Vendor liaison at the ceremony site

Wedding party ceremony line ups



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Venue Set up & Take down

Venue Set up & Take down (with our day of coordination package):

Set up per venue:

- ❖ 1-100 Guests \$275.00
- ❖ 101-200 Guests \$375.00
- ❖ 201+ Guests \$475.00

Take down per venue:

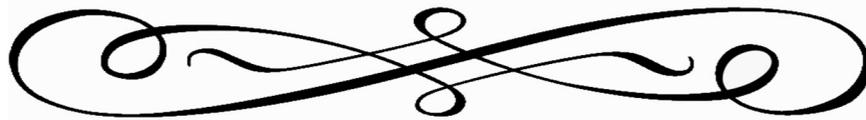
- ❖ 1-100 Guests \$250.00
- ❖ 101-200 Guests \$350.00
- ❖ 201+ Guests \$400.00

Venue Set up & Take down only (without day of coordination):

Set up starts at \$700.00 Per venue

Take down starts at \$400.00 Per venue

*All decorating from LaWoods Events must be 8 feet or lower. LaWoods Events will not hang ceiling drapes, wall drapes or lighting. A professional vendor who is licensed and insured will be required in that field of service.



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Design & Consulting

These are great options if you're in need of full-time planning; we can add these in with our day of coordination options. On the other hand, this is a wonderful option if you do not need us on site the day of your event but need some help getting started. For example, we can discuss budget, vendor referrals, venues, design ideas, how to track your time and keep organized. We can discuss any concerns you may have involving your event. See the list below for some things we offer.

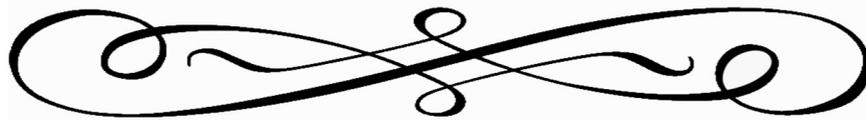
Design & Consulting starts at \$50.00 per hour

Services:

Ceremony Design, Reception Design, Event Budget, Invitation Management, Day of Timeline, Month to month timeline/ schedule, After Wedding Organization, Event Design (other).

Vendor Referrals:

Stationary, Wedding Website, Attire/Accessories, Venue, Caterer, Officiant, Rental Equipment, Cake/Bakery, Deserts, Flowers, Music, Photography, Videography, Photo Booths, Transportation, Parking, Lodging.



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Additional Fees

Additional fees for all packages:

*There is a one-time administrative fee of \$25.00 for administrative costs; including but not limited to stationary, paper, ink, printing, postage, materials, etc.

*Travel charge 40-mile radius outside of Piqua OH- per visit. Pricing will be based on the government fee schedule.

