

The logo for Reynolds Treasures wedding services features the word "Reynolds" in a large, elegant, black cursive font, with a large, dark grey crescent moon shape behind the letter "R". Below "Reynolds" is the word "Treasures" in a smaller, black cursive font. Underneath "Treasures" is the phrase "wedding services" in a simple, black, lowercase sans-serif font.

Reynolds  
Treasures  
wedding services

Welcome!

First and foremost, congratulations on your engagement! We are very excited and honored that you are considering our services. While planning your special day is a very intimate process, along with lots of advice that is shared along the way, culminating and bringing ideas to fruition is an experience that must be handled with care. With this in mind, we will create your day to cherish and treasure. Named best Wedding Coordinators in South Carolina by Lux Life Magazine, along with many other top honors, we are ready to learn how we can help you treasure every moment of your wedding day. Let's do this!

~Andrea Easterday

## Our Coordination and Planning Services

Consultation \$200

Ceremony Coordination \$500

Express Day-Of Coordination \$1,000

Month-Of Coordination \$1,300

Partial Coordination \$1,800

Planner \$4,000



Included in all packages:

- ♥ Email and phone communications from the date of contract
- ♥ Vendor recommendations from trusted and experienced vendors that we have worked with

### Consultation

The Wedding Consultation is for the hands-on couple that wants to plan the wedding themselves, but needs a little help and direction. All the planning websites and books are global and do not answer the personal questions and concerns. Or maybe you want your wedding more casual and less traditional, but not sure which traditions to remove. Regardless of the reason, you need a more personal touch to help you plan the wedding you envision! Take advantage of our experience to assist you with advice and help you create a personal task timeline.

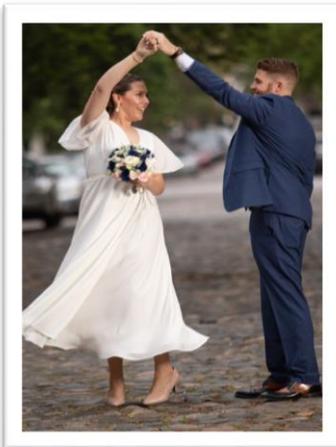
- ♥ Up to a 2 hour meeting (in person, Skype, or phone call)
- ♥ Discuss decorations, traditions, and the couple's vision
- ♥ Advise on any concerns over family dynamics
- ♥ Vendor recommendations (if Charleston wedding)
- ♥ Create a personal task timeline (draft emailed to you within 3 business days)
- ♥ 2 additional emails to answer any further questions
- ♥ If you decide to hire Reynolds Treasures to do your coordinating or planning, the price of the consultation will be applied to the cost of services

## Ceremony Coordination

If you just need assistance with the ceremony, this package is for you. We begin by getting together a timeline for your ceremony which includes who is in the wedding party and the order of ceremony events. Next, we conduct your rehearsal and collect any decorations you may have. On the day of the ceremony, we setup and oversee all vendors and coordinate your ceremony.

- ♥ Coordinate the Rehearsal (1 Hour Maximum)
- ♥ Set-up/clean up Ceremony Site (Please note all wedding items should weigh no more than 50 lbs. per box. All items picked up should be able to fit into a medium sized SUV)
- ♥ Oversee placement and manage all elements for your ceremony
- ♥ Setup decorations, if applicable
- ♥ Coordinate of all ceremony vendor and details

## Express Day-of Coordination



Having a smaller wedding (50 guests and under) at 1 location that has chairs and tables already setup and minimal decor? The express day-of coordination includes up to 8 hours of service on your wedding day with 1 team member. We begin collecting all contracts and vendor information from you as you are able to provide. We will work with your vendors 60 days prior to the wedding day to draft and finalize your wedding day itinerary. All items below are included with Day-of Coordination.

- ♥ 1 team member for your wedding day
  - ♥ Meeting at location for a walk through with couple and/or venue manager
  - ♥ Pre-wedding setup of wedding ceremony and reception site
  - ♥ Meet with couple to pick up minimal décor items week of wedding
- (Please note all wedding items should weigh no more than 50 lbs. per box. All items picked up should be able to fit into a medium sized SUV)
- ♥ Wedding party direction during the rehearsal, wedding ceremony, and reception
  - ♥ Create and distribute wedding day itinerary
  - ♥ Vendor management on wedding day
  - ♥ Point of contact for all vendors, bridal party, and guests on the wedding day
  - ♥ Cleanup of ceremony site
  - ♥ Pack-up couples items from ceremony site and reception site

## Month-of Coordination

The coordinator includes all aspects of the day-of coordination as well as receiving 2 staff for your day, floor plan creation, cleanup of your reception, and packing up all items from reception.

- ♥ 2 team members on wedding day
- ♥ Meeting at location for a walk through with couple and/or venue manager
- ♥ Pre-wedding setup of wedding ceremony and reception site
- ♥ Meet with couple to pick up décor items week of wedding (Please note all wedding items should weigh no more than 50 lbs. per box. All items picked up should be able to fit into a medium sized SUV)
- ♥ Review of contracts
- ♥ Wedding party direction during the rehearsal, wedding ceremony, and reception
- ♥ Create and distribute wedding day itinerary
- ♥ Create and distribute floor plan
- ♥ Vendor management on wedding day
- ♥ Point of contact for all vendors, bridal party, and guests on wedding day
- ♥ Stay until end of the wedding and cleanup of ceremony and reception
- ♥ Distribute any remaining payments and gratuities to vendors as needed
- ♥ Pack up all couples items and arrange to be taken from reception
- ♥ Conduct final venue inspection and ensure it meets the requirements to have deposit returned

## Planner Package

The planner includes all aspects of coordination as well as assistance in planning your wedding day.

- ♥ Minimum of 2 staff members on wedding day
- ♥ Initial and ongoing assistance through the wedding day
- ♥ Help create and manage budget
- ♥ Assistance with contracting, interviewing, and assisting with contracting vendors
- ♥ Tour and meet with venue to determine wedding and reception designs
- ♥ Work closely with couple to create and design the wedding and reception theme and colors
- ♥ Attend catering and/or cake tastings (with or on behalf of the couple)
- ♥ Pre-wedding setup of wedding ceremony and reception site
- ♥ Meet with couple to pick up décor items week of wedding

- ♥ Wedding party direction during the rehearsal and wedding ceremony
- ♥ Create and distribute wedding day itinerary
- ♥ Create and distribute floor plan
- ♥ Point of contact for all vendors, bridal party, and guests on the wedding day
- ♥ Stay until end of the wedding and clean-up of ceremony and reception
- ♥ Distribute any remaining payments and gratuities to vendors as needed
- ♥ Pack up all couples items and arrange to be taken from reception
- ♥ Conduct final venue inspection and ensure it meets the requirements to have deposit returned
- ♥ Pick up and return tuxedos and cake stands, if applicable

### Additional Options

Services listed below require additional time and support, therefore an additional expense is included.

Flip chairs from Ceremony to Reception \$100

Table/Chair/Setup and Breakdown \$100

Cover Chairs/Sashes Provided by Couple \$1.00 per chair

Welcome Bag Creation and Delivery (call for more information)

Hang lanterns/décor from ceiling. (ceilings no higher than 12 Feet) \$100

Assemble and install your metal arbor \$50.00 - \$100.00

Cleaning and bussing of tables/dishes \$100.00

Just the Timeline (work with you and vendors to create and distribute timeline) \$250

Wedding Favor/Decoration/Centerpiece Assembly (call for more information)

Transportation of items after reception (call for more information)



If there is a service that is not needed or mentioned, please let us know and we can customize our packages to fit your needs. Pricing is valid for weddings booked and services provided in year 2019 and 2020.



## Our Officiant Services

### Pricing:

Up to 6 guests: \$225

Up to 50 guests: \$250

Up to 100 guests: \$300

For over 100 guests, please contact us for more information.

Rehearsal is an additional \$125

### Wedding Officiant Services Include:

- ♥ Phone and Email Support
- ♥ 1 Meeting via Phone, Skype or in Person (for wedding parties of 125 or larger)
- ♥ Assistance in Recommending Wedding Vendors
- ♥ Personalized Wedding Ceremony
- ♥ Professional Delivery of your Ceremony
- ♥ Filing the Marriage License with Proper Court
- ♥ Travel to your Ceremony Location (additional costs for outside of Charleston)

## Our Wedding Packages

Our wedding packages were designed for the destination or local couple that do not want to be overwhelmed with all of the details. Every package can be customized to your unique situation. As our wedding packages are considered a template, you can customize it by taking off or adding services as needed. Packages start at \$675. [Click here](#) for more information.

## FAQs

1. How many weddings have you planned? Reynolds Treasures has conducted over 700 weddings over the past 7 years.
2. Are you licensed and insured? Yes, we absolutely are and highly recommend working with only vendors that are.

3. Where do you work? Our focus is in the Charleston, SC area although we do and are willing to travel anywhere in the world.

4. Do you hang items from the ceiling?

We are able to hang items on lower ceilings that can be reached with a 12 foot ladder. Please note as this takes additional time and support, there is an added fee.

5. Do you cut wedding cake?

As we do not have a catering license, we are not allowed to cut the cake. However, we can pack up the top layer of cake for you along with a few slices for you to take.

6. What exactly do you decorate?

We are typically responsible for decorative pieces such as your guest book, escort cards, favors, unity ceremony elements, menus, programs and all other items that we can easily manage to get into place while orchestrating the rest of the ceremony and reception setup.

7. Can you assemble our centerpieces?

As we are managing the day of your wedding, we do not have time to assemble your decorations as they should come assembled when given to us. We can provide an additional quote for any items you would like assembled.



**AS SEEN IN**



**POPSUGAR.**