



**CELEBRATING YOU!**  
*Coordination Services, DJs and Custom Lighting*  
for your event!  
**MAYFIELD EVENTS**



**2014 PICK**  
*the knot*  
best of  
weddings

*Epic events don't just happen, they are planned...*



# *What is Mayfield Events?*

**Mayfield Events is a event production company specializing in:**

- Skilled and Personalized DJ Services**
- Event Hosting**
- Custom Lighting**
- Photo Booth Services**
- Wedding Coordination Services**
- Wedding Consultation Services**
- Aerial Photography and Drone Services**
- Sound System Rentals and Skilled Sound Technicians**
- Boutique Wedding Services**

With our skilled staff, we can take care of an individual need you have or produce your whole wedding!

# Who is Mayfield Events?

**Mayfield Events is owned by the husband and wife team, Jason and Laura Mayfield. We also have an amazing team of staff that help make your wedding run smooth.**

*(to learn more about us individually, please check out our website and blog, we hate to bore you with details you might not want!)*



# What if I am just looking?

**That is perfect! It is a very big deal to the Mayfield Events staff that you feel comfortable with us! Please feel free to set up a consultation to see if we are good fit for your vision. If we are not what you are looking for we always happily refer to other vendor friends who might be a better fit for your needs.**

# How do you determine prices?

At Mayfield Events we know that there is a wide range of prices when it comes to wedding services for your important day.. It can be confusing to know why each of us charge what we do for our services. At Mayfield Events, we base our rates are based on 3 things.

**1. Quality and Professionalism:** At Mayfield Events, YOUR satisfaction is our highest priority. We spend a great deal of time working to ensure that your desires are met and that we know your expectations. Every couple is different, and it is our goal to get to know you well enough to ensure we are meeting your needs properly. With 12 years of wedding experience, we aim to please. (Please stop by our review, and read what our previous clients have to say about our services) As your DJ, we work to keep your dance floor full and your guests having an amazing time.

There is so much more to being a great wedding DJ that just pushing play! Weddings have diverse crowds and as your DJ is it my JOB to make sure that all of your guests are enjoying themselves. In order for me to do this, I need to have an extensive knowledge of music and the ability to time my music to create a mood. Knowing my crowd, my clients (that's you!) and our expectations helps me to build an event that you will love. The wedding Host's job is to keep your crowds informed and HAPPY, without being cheesy or silly!

**2. Highest Quality Equipment and Resources:** At Mayfield Events, we never take the short cuts, professionally. Our equipment is top of the line and professional grade. We are fully insured and have the ability to offer you the complete package with our lighting and sound options.

**3. Attention to the Details:** At Mayfield Events we offer our clients a complete wedding and reception planning guide that takes your through the wedding process. Epic events don't just happen! They need a little planning. As the host of your event, we build your timelines for your wedding and reception and we work with your vendors to ensure that your needs are completely met. It is the little things that matter, so we are very responsive to our clients needs. This attention to detail is what sets us apart.

# DJ / Hosting Services:

Friday/Sunday 2015.....1175.00

Includes: (retainer fee: 352.50)

-4 hours of service

## Reception:

- High quality sound system
- wireless microphones
- 2 staff members (one event host/one DJ)
- Musical planning with the couple
- Event Planning binder
- Cueing and hosting of all events
- Timeline Planning

## Lighting:

- Up to 25 wireless high quality uplighting
- Uplights will remain one color for dinner and then will change to your party lighting in the room for your reception
- 1 custom name monogram light

Call us about elopement rates or weekday pricing

# DJ / Hosting Services:

Saturday 2015..... 1475.00

Includes: (retainer fee: 442.50)

-5 hours of service

## Reception:

- High quality sound system
- wireless microphone
- 2 staff members (one event host/one DJ)
- Musical planning with the couple
- Event Planning binder
- Cueing and hosting of all events
- Timeline Planning

## Lighting:

- Up to 25 wireless high quality uplighting
- Uplights will remain one color for dinner and then will change to your reception party lighting
- 1 custom name monogram light

# Combined Service Packages:

Friday/Sunday 2015.....2325.00

Includes: (retainer fee: 697.50)

-4 hours of service

DJ/Hosting Services.....900.00

Ceremony Sound.....75.00

Photo Booth Package.....450.00

Uplighting.....Gift

Lighting Monogram.....Gift

Coordination Package.....900.00

(must be packaged together to receive the individual rates. Coordination package does not include rehearsal on Friday or Sunday weddings. )

# Combined Service Packages:

Saturday 2015.....2945.00

Includes: (retainer fee: 883.50)

-5 hours of service

DJ/Hosting Services.....1100.00

Ceremony Sound.....75.00

Photo Booth Package.....570.00

Uplighting.....Gift

Lighting Monogram.....Gift

Coordination Package.....1200.00

(must be packaged together to receive the individual rates. Coordination package does not include rehearsal on Friday or Sunday weddings. )

# DJ / Hosting Services:

Pictures of Friday-Sunday DJ packages:

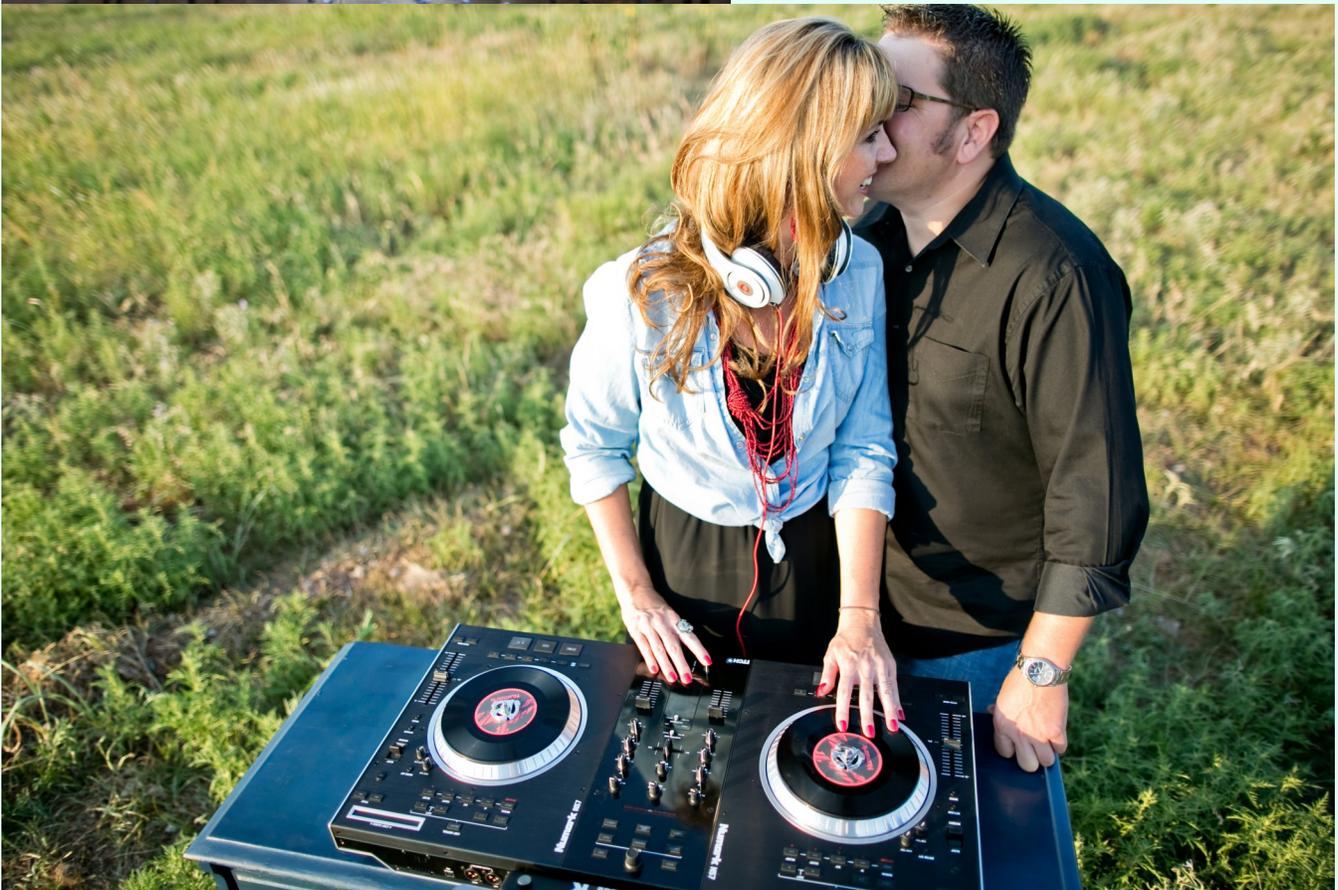
Ceremony:

Additional 175.00



Basic Ceremony Set up with two small speakers and a small mixer and computer (not pictured) There will also be microphones for the officiant and the vows.

(Pictures at the Wildcatter Ranch)



# Boutique Services:



**Dancing on a Cloud.....200.00**

This condensed air cloud will remain on the dance floor for approximately 4 minutes, making it a stunning addition for your first dance or grand entrance.

**Audio Additions.....Free**

This service is free of charge as long as audio is received within 2 weeks of the wedding date. Audio additions are a great way to make your wedding truly unique. Consider doing personal message to your new husband over your first dance or a special message for you wedding party during the grand entrance.

# *Boutique Services:*

## **Confetti Cannons.....185.00**

These cannons are powerful and make a huge impression. They are great for grand entrances, last dance or even the pronouncement of the couple in the ceremony.



## **Photo Stories.....free with package**

Turn your digital pictures into a fun video to be played during dinner or cocktail hour. Think of adding video or other special features.

\*rates may not include playing method for the video (this will be determined at the venue walk through)

# Boutique Services:

**Bistro Lighting.....rates start at 550**

Want to add a little romance to your night, consider adding bistro lighting to make your night truly memorable. (site visit required for pricing quote)



# Boutique Services:

**Pin Spot Lighting.....rates start at 100**  
Consider lighting the cake or the head table. We even have the capability to light every centerpiece in the reception. Talk about outstanding pictures!



# *Boutique Services:*

**Pipe and Drape.....rates start at 300**

**Would you like to drape a small area or all the walls?  
What about setting a brilliant backdrop for the wedding?  
Contact Mayfield Events about adding drape to  
your reception. (site visit required for pricing quote)**



# Wedding Drone /Aerial Photog-

**Drone Photography...rates start at 300**

With the new advancements in technology, Mayfield Events is able to take stunning pictures and video of your outdoor events. (not recommended for ceremony)



# DJ / Hosting Services :

## **FAQ:**

**Q: Are you insured:**

**A: Yes, Mayfield Events carries liability insurance**

**Q: What if we need additional hours of service:**

**A: When we get to the timeline planning process, Mayfield Events will discuss your exit plans with you. If you desire to go over the contracted times, there will be a fee of \$150 per hour.**

**Mayfield Events will not negotiate new times of services at your wedding. Any additional service fees will be added to the final balance due on the week of your wedding.**

**Q: Do you require a retainer fee:**

**A: Yes. Mayfield Events requires a 30% retainer fee due at the time you sign contracts. The remaining balance is due the Monday prior to your wedding date.**

**Q: What do you wear to our wedding?**

**A: The DJ (Laura) will always wear a black dress, the Host (Jason) will always wear a black suit and a tie.**

**Q: What is a Host?**

**A: A host is the emcee of your event (or the person talking on the microphone) The host will make announcements and share information with your guests. Mayfield Events prides itself on the ability to get people on the dance floor without being cheesy on the microphone**

# DJ / Hosting Services :

## FAQ Continued:

**Q: What kind of a DJ is Laura?**

**A: AWESOME QUESTION!** I am a wedding DJ. What this means is: I play will wedding appropriate music! I will not play any songs with explicit language or lyrics. I typically do not scratch at weddings, but rather fade and beat mix. As a DJ, I pride myself in musical programming, and therefore it is my preference to take requests from you and your guests. I find it very important to watch and see what your guests are responding to. Don't be afraid to share all your musical preferences with me, because I love the challenge of mixing them into my programming for the night.

**Q: Do you have a DO NOT play list?**

**A: Absolutely!** I will always honor your song requests

**Q: When are payments due?**

**A: 30% is due at contract signing. The remaining balance is due the Monday prior to your wedding date.**

**Q: What types of payments will you accept?**

**A: At Mayfield Events we will accept credit cards or checks. There is a 2% surcharge for credit cards invoicing. We will also break payments into 3 separate amounts if desired.**

# DJ / Hosting Services:

Pictures of Friday-Sunday DJ packages:

Reception: Dinner/Cocktail hour

Uplighting for dinner and the monogram, set to one color.



# DJ / Hosting Services:

Pictures of Friday-Sunday DJ packages:

Reception: Party Portion of the Event

Uplighting transformed to party lighting



# Coordination & Planning Services



*Epic events don't just happen, they are planned...*



# What is a Month of Coordinator?

Great question! A day of coordinator is for couples who want to do most of their wedding planning on their own, but they need someone to help out in those last stages of their wedding to ensure that the plans they made become a reality!



# What are the Coordinator's Responsibilities?

*Year to 6 Months Prior to Wedding Day:*

- ◆ Meet with couple, set up a plan for the following:
  - Budget
  - Vendors
  - Décor plans
  - Terms of vendor contracts
- ◆ Planner can make suggestions for the vendors and décor plans. Coordinator is not in charge of décor design or floral design.



## *Two Months Prior to Wedding Day*

- ◆ Meet with bride and groom to present timeline. Go over any arrangements the couple have previously made with vendors, and update timeline accordingly.
- ◆ Confirm all vendor arrangements and timelines.

## The Rehearsal:

- ◆ Distribute wedding timelines to best man and maid-of honor
- ◆ Work with wedding officiant to choreograph wedding ceremony, processional and recessional
- ◆ Alert wedding party as to where they need to be the following day, and at what time

(This service may be provided by Mayfield Events staff if needed, and the couple will be alerted if this is the case)





## *Pre-Ceremony:*

At brides "getting dressed" location:

- ◆ Facilitate on-time arrival of hair and make-up stylists and instruct them as to where to set up hair dryers, brushes and any other equipment they have with them
- ◆ Coordinate hair and make-up schedule with bridal party and stylists and ensure that hair and make-up is completed in a timely fashion
- ◆ Coordinate any food deliveries and set up and clear all meals
- ◆ Make sure personal flowers like the bridal bouquet, bridesmaid's flowers and father of the bride's boutonniere arrive on time. I will also help distribute these and get them pinned on.
- ◆ Blot personal flowers with paper towels and distribute to wedding party

## *Pre-Ceremony Photography/Videography:*

- ◆ Make sure photographer/videographer arrives on time and has a “must shoot” list
- ◆ Gather bride, bridal party and immediate family for photos
- ◆ Call out names on “must shoot” list for photographer
- ◆ Work with Videographer and Photographer to get orchestrate the “First Look”

## *Pre-Ceremony Wedding Party:*

- ◆ Ensure that transportation arrives on time and instruct wedding party as to when to depart for ceremony
- ◆ Assist bride with putting on her wedding gown
- ◆ Maintain The Wedding Planner Bridal Emergency Kit (just in case) Kit Includes such items as stain sticks, hairspray, safety pins, a sewing kit, scissors, Static Guard, deodorant, straws, Band-Aids, snacks, and many other things you may need on the wedding day.
- ◆ Communicate with best man to make sure groom is getting dressed and on-time
- ◆ Make wedding party aware of any last minute details
- ◆ Communicate with transportation driver and maid-of-honor/best Communicate with the pastor and officiate as well as musicians in the ceremony to ensure all needs are met

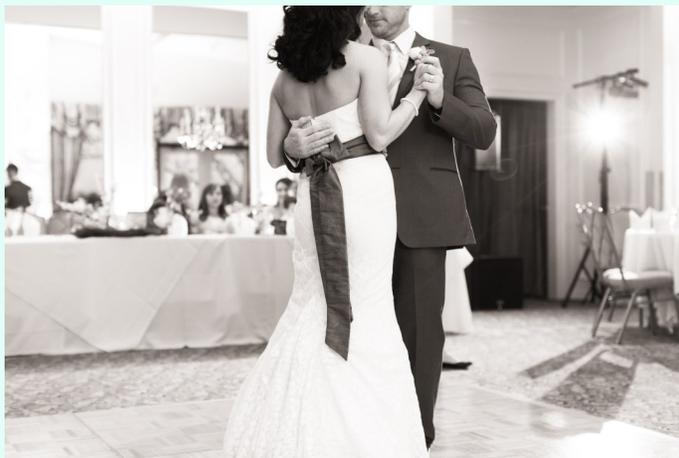


## *The Ceremony:*

- ◆ Set up programs and other ceremony items i.e. guest book, unity candles, wine or music
- ◆ Ensure that ushers/groomsmen arrive on time and are ready to pass out programs
- ◆ Ensure that personal flowers i.e. flower girl bouquet and groomsmen boutonnieres have arrived at ceremony location
- ◆ Alert ushers/groomsmen as to when to begin escorting guests to their seats and remind them as to how to be a “proper” usher
- ◆ Ensure that ceremony musicians have arrived and direct them as to where to set up
- ◆ Confirm the music that ceremony musicians will play during the ceremony, as well as start times for each piece of music. Determine what hand signals will used to cue musicians
- ◆ Act as a liaison with the ceremony officiant and decide what cue will be used to signal the start of the ceremony

## *The Ceremony: Continued:*

- ◆ Communicate with bride and groom so that they know how much time remains before the start of the ceremony
- ◆ Handle any emergencies that may arise
- ◆ Line up the bridal party for their entrances down the aisle
- ◆ Cue ceremony musicians when bridal party is ready to begin processional
- ◆ Coordinator ensures that maid and/or matron of honor has groom's ring and that bride has relocated engagement ring to right hand
- ◆ Coordinator ensures that best man has bride's ring
- ◆ Coordinator adjusts train and/or veil of bride upon entrance
- ◆ Clears and cleans needed spaces in the church
- ◆ Gather family and friends for after ceremony photos





### *The Reception Decor:*

- ◆ Greet vendors and instruct them as to where to set up i.e. wedding band, florist, and caterer
- ◆ Arrange table assignments
- ◆ Make sure reception flowers/décor is set up according to flower order
- ◆ Ensure that tent and lighting are set up properly and troubleshoot as needed
- ◆ Meet with catering staff to confirm food timeline
- ◆ Set up guest book and pen, champagne flutes, cake cutting utensils
- ◆ Set up table numbers/names and menu cards
- ◆ Set up amenities baskets, hand towels, candles etc. in bathrooms

(Mayfield Events will not set up floral arrangements)

## *The Reception:*

- ◆ Ensure proper flow of cocktail hour food
- ◆ Look over dining tables and make sure they are set up properly
- ◆ Along with catering staff, encourage guests to join bride and groom for dinner at the end of cocktail hour
- ◆ Help guests locate their escort cards and dining tables
- ◆ Locate bride and groom and instruct them to stay to the side of main dining room until they receive cue for their introduction and first dance
- ◆ Cue band and Host (if used, if not I will DJ and carry out these responsibilities) when the majority of guests have found their tables and bride and groom are ready to be introduced
- ◆ Cue DJ and Host, photographer, and videographer when important events take place at reception i.e. first dance, cake cutting, toasts and parent dances
- ◆ Cue best man and father of the bride when they are about to be announced for toasts
- ◆ Alert catering staff to pour champagne just before the toasts
- ◆ Prevent & fix any problems that may arise during your event

## *The Reception Continued:*

- ◆ Be aware of timing of catering service and make sure people are served promptly
- ◆ Distribute final payments/gratuities to vendors at the end of the evening (no negotiation in the terms of vendor contracts will be handled by The Wedding Coordinator at this time)
- ◆ Set up favor table towards the end of the evening
- ◆ Pack up gifts/cards, miscellaneous ceremony and reception items and have them ready to be taken to a family members car at the end of the night
- ◆ Coordinate reception departure transportation

## *After the Reception:*

- ◆ Return any items to vendors needed
- ◆ Return any items to the couple needed or used in the ceremony or reception.
- ◆ Get with the couple to discuss service reviews for vendors.
- ◆ Coordinator supervises collection of all gifts, bridal memorabilia and/or supplies (guest book and pen, cake knife or service, disposable cameras, baskets, bridal bouquet, centerpieces, extra programs, extra favors and memorabilia, etc.) and ensures that all items are loaded into “designated” vehicles

FAQ:

### **What if I don't need all of the services that you offer?**

Mayfield Events is proud to offer a limited coordination package in addition to our full coordination packages.

### **Who will be at our event?**

Your head day of coordinator will always be Laura Mayfield, however, there may also be extra staff in place of Laura at times. Jason Mayfield will be your host and your reception coordinator. Staff members may serve as coordinator at the rehearsal or may help with set up and tear down of the event and working with vendors behind the scenes.

### **If we book with Mayfield Events for our DJ and our Coordination, how will that work?**

Excellent question! Laura Mayfield will handle all responsibilities of your wedding up to the reception. Then, Laura will take on the role of DJ, while Jason Mayfield will take over as your reception host and coordinator. This will always be discussed with you wedding vendors in advance.

## **Coordination Pricing Information:**

**Month of Coordination Services.....1550.00**

**Service includes all coordination services**

**-scheduling and consultation on selected vendor meetings**

**-budget planning**

**-Working with you to find the right vision for Wedding**

**-Mayfield Events will help you negotiate all terms of contracts with vendors.**

**-Work with the couple to create comprehensive timelines.**

**-Coordinator or Mayfield Events assistant will run the rehearsal the night prior to the event.**

**\*Mayfield events will not arrange flowers, but we will help with décor and floral need and selecting vendors to meet your needs.**

## Day of Coordination Pricing Information:

### **Limited Coordination Services.....1200.00**

Includes working with all vendors and staff on the day of and the month following up to your wedding, this rate excludes all day prior activities including rehearsal. This rate includes ceremony services and all reception services.

### **Reception Only Coordination Services.....800.00**

Includes working with all vendors and staff on the day of the event at the reception, this rate excludes all day prior activities including rehearsal. This rate excludes ceremony services.

### **Set up and Tear Down Service.....rates start at 200.00**

If you need Mayfield Events staff to set up your venue (such as set up tables, chairs, linens, décor, etc.) or tear it down at the end of the evening (such as bussing the trash from tables, moving chairs and tables, or clearing messes) we can provide staff and services to meet your needs.



# The Booth:

When Mayfield Events first began looking for a photo booth we couldn't decide on an open air booth or a enclosed booth. After all, there so many different options for both types of booth

So, we found a booth that can operate as an open air booth with a backdrop, or as an enclosed booth.

Giving us the BEST OF BOTH WORLDS!





## *The Open Air Booth Experience:*

If you prefer open the air booth, it can easily accommodate a large group of people. The backdrop for this set up is Red. We can also use green screen and the booth software can create various backgrounds for more effects.

This is typically set up is also called a photo lounge.

For a small additional fee we can create a custom vinyl screen backdrop with your logo or monogram on it for this style of photo booth.



## *The Enclosed Booth:*

The enclosed version is a little bit different than your traditional enclosed booth, because the space can accommodate up to 12 guests.

The backdrop for this booth style is red.

If you like the look of the red-carpet and ropes that is included, but it can also be a simple black booth option

we can even add signage that is more personal to you and your wedding. The sky is the limit!



## *The Memory Book:*

All images will be shared with you via a memory book, but the booth also has social media capabilities where we can share your pictures. T

Pictures can be printed as square pictures or in the traditional strip method. The traditional strip method will print with your wedding logo or monogram.

We also have a method of printing your images as stickers. While the booth is running the photo booth attendant will be taking the photos that your guests create and they will be adding them to a memory book for you at the end of the evening.



## *Pricing Options:*

Photo Booth Services.....650.00

(with a DJ package)

Includes:

- 4 hours of services
- attendant with the booth at all times
- memory book
- online social media
- custom monogram on the photo strip



## *Pricing Options:*

Photo Booth Services.....850.00

(without a DJ package)

Includes:

- 4 hours of services
- attendant with the booth at all times
- memory book
- online social media
- custom monogram on the photo strip