



## *Debra For A Day*

**\$2,000**

- \* Unlimited consultations by phone and email 1-2 weeks before the wedding.
- \* Create vendor contact information and wedding party contact information.
- \* Confirm all vendor services before wedding.
- \* Rehearse processional and recessional with officiate and wedding party. Review roles and responsibilities.
- \* Guidance with etiquette and other considerations.
- \* Create wedding day timeline.
- \* Distribute wedding day timeline, vendor and wedding party information.
- \* On-site coordination and supervision at the ceremony site and during the reception.
- \* Check-in vendors upon arrival at venue on wedding day and supervise goods and service deliveries.
- \* Ensure vendors have delivered on goods and services as contracted.
- \* Distribute flowers to wedding party and family.
- \* Assist with placement of centerpieces, favors, place cards, gift box and any other décor.
- \* Serve as point person during ceremony and reception.
- \* Ensure proper flow of food and beverage for Cocktail Hour and Dinner.
- \* Encourage guests to take their seats at the appropriate time.
- \* Help guests locate their escort cards and dining tables.
- \* Cue band, DJ or designated emcee when the majority of guests have found their tables and Bride and Groom are ready to be introduced.
- \* Cue band/DJ, photographer, videographer and immediate family members of the Bride and Groom when important events take place at reception (i.e. first dance, parent dances, cake cutting, and toasts)
- \* Collect gifts and personal décor items and ensure they reach the designated family member, room and/or vehicle.
- \* Coordinate Reception departure transportation and/or send off.
- \* Wedding Day Emergency Kit
- \* Handle any incidents that may arise on the day of the event.



# *The Martha Brae*

**\$4,000**

## **Bride & Groom Services**

- \* Unlimited phone consultations Mondays through Fridays, 10am-6pm.
- \* 4 in person consultations at a convenient location.
- \* Assist with vendor selection.
- \* Provide feedback, advice and expertise on the wedding planning process.
- \* Give general direction and instruction in wedding planning process.
- \* Make cost-saving recommendations throughout the planning process.
- \* Rehearse processional and recessional with officiant and wedding party. Review roles and responsibilities.
- \* Continuous communication with bridal party on wedding day to ensure timeline is followed.
- \* Secure refreshments for bride and groom during cocktail hour.
- \* Distribute flowers to wedding party and family.
- \* Cue band, DJ or designated emcee when the majority of guests have found their tables and Bride and Groom are ready to be introduced.
- \* Cue band/DJ, photographer, videographer and immediate family members of the Bride and Groom when important events take place at reception (i.e. first dance, parent dances, cake cutting, and toasts)
- \* Collect gifts and personal décor items and ensure they reach the designated family member, room and/or vehicle.
- \* Coordinate Reception departure transportation and/or send off.
- \* Attend to guests needing special assistance.
- \* Serve as point person during ceremony and reception.
- \* Wedding day emergency kit.



# The Martha Brae

cont'd

## Vendor/Venue Services

- \* Meet key vendors to review details and exchange information.
- \* Schedule and accompany vendors on venue site walk-through.
- \* Communicate regularly with vendors for status updates.
- \* Create vendor contact information and timeline.
- \* Distribute wedding day timeline, vendor and wedding party information.
- \* Confirm all vendor services before wedding.
- \* Check-in vendors upon arrival at venue on wedding day and supervise goods and service deliveries.
- \* Ensure vendors have delivered on goods and services as contracted.
- \* Assist with placement of favors, place cards, gift box and other décor.
- \* Ensure proper flow of food and beverage for Cocktail Hour and Dinner.
- \* Help guests locate their escort cards and dining tables.
- \* Encourage guests to take their seats at the appropriate time.
- \* Handle any incidents that may arise.



## *The Vale Royale*

**\$6,000**

### **Bride & Groom Services**

- \* Unlimited phone consultations Mondays through Fridays, 10am-6pm.
- \* 4 in person consultations at a convenient location.
- \* Assist with vendor selection.
- \* Provide feedback, advice and expertise on the wedding planning process.
- \* Assist with selection and preparation of favors, invitations and programmes.
- \* Assistance with guest list, RSVPs and management.
- \* Give general direction and instruction in wedding planning process.
- \* Make cost-saving recommendations throughout the planning process.
- \* Assist with song and music selections for ceremony, cocktail and reception.
- \* Coordinate accommodation and transportation for out-of-town guests.
- \* Schedule salon and spa services if needed
- \* Rehearse processional and recessional with officiant and wedding party. Review roles and responsibilities.
- \* Continuous communication with bridal party on wedding day to ensure timeline is followed.
- \* Secure refreshments for bride and groom during cocktail hour.
- \* Distribute flowers to wedding party and family.
- \* Cue band, DJ or designated emcee when the majority of guests have found their tables and Bride and Groom are ready to be introduced.
- \* Cue band/DJ, photographer, videographer and immediate family members of the Bride and Groom when important events take place at reception (i.e. first dance, parent dances, cake cutting, and toasts)
- \* Collect gifts and personal décor items and ensure they reach the designated family member, room and/or vehicle.
- \* Coordinate Reception departure transportation and/or send off.
- \* Attend to guests needing special assistance.
- \* Serve as point person during ceremony and reception.
- \* Wedding day emergency kit.



## *The Vale Royale* cont'd

### **Vendor/Venue Services**

- \* Meet key vendors to review details and exchange information.
- \* Schedule and accompany vendors on venue site walk-through.
- \* Communicate regularly with vendors for status updates.
- \* Monitor deposits and payments for all vendors.
- \* Create vendor contact information and timeline.
- \* Distribute wedding day timeline, vendor and wedding party information.
- \* Confirm all vendor services before wedding.
- \* Request and obtain copies of insurance certificates required by venue.
- \* Check-in vendors upon arrival at venue on wedding day and supervise goods and service deliveries.
- \* Ensure vendors have delivered on goods and services as contracted.
- \* Assist with creating seating chart and floor plan.
- \* Assist with placement of favors, place cards, gift box and other décor.
- \* Ensure proper flow of food and beverage for Cocktail Hour and Dinner.
- \* Help guests locate their escort cards and dining tables.
- \* Encourage guests to take their seats at the appropriate time.
- \* Handle any incidents that may arise.



## Additional Information

All our packages include a VIP Concierge, exclusively dedicated to the bride and groom on the wedding day, to provide the highest level of personalized service and client care that every wedding couples deserves.

Avenue 8 Events, in partnership with Carlson Craft, offers trendy and sophisticated paper products, including save the dates, invitations, bar napkins menu and thanks you cards, place cards and table numbers.

We also retail unique party favors and accessories for any event. If you are not interested in personalized items, we can provide many accessories for rental, including cake toppers, cake serving sets, champagne flutes, frames, cake stands and table numbers. Please inquire about pricing for invitations and accessories.

Prices are for events with less than 150 guests. Please note that the services listed do not include running any wedding related errands such as picking up or delivering attire, supplies or equipment, documents, etc. If any of these services are required, there will be an additional fee for time and travel. Please also note that fees contained in this package are limited to Broward county and some areas of Dade and Palm Beach counties. Pricing does not include travel and accommodation to other counties, states and countries. Customized packages are available for destination events.

### **Disclaimer:**

*Avenue 8 Events LLC is independently owned and operated. The planner/coordinator's role will be that of advisor and coordinator. The client will make the actual selections to service providers and the planner/coordinator will implement those selections. The client will make payments directly to the service providers/vendors and not to the planner/coordinator unless otherwise discussed and agreed with both parties. The planner/coordinator does not accept any commissions from recommended vendors and cannot guarantee any service provider's performance or product.*