



Event Management & Consultation

**Barbara S. Lundgren
4073 Gilmers Mill Lane
Scottsville, VA 24590**

**www.barbwiredllc.com
434.531.3247
barb@barbwiredllc.com**

**Wedding Services
2020/2021**

The following outlines duties to be performed by the Barb Wired LLC team. We will provide basic facilitation of the vendors with whom you have contracted along with weekend direction. Packages can be customized. We will always be respectful of your planning and are here to guide, assist you, assuring we make the best memories for you and yours.

“Fairy Godmother” Service	Estimated total	20 hours
		\$4,000.00

\$500 will be added to packages for ceremonies at the UVA Chapel

Extra hours may be considered when the ceremony and reception take place in two locations

Forever More Package	Unlimited Hours	\$6,500.00
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Consultation Only

If you are a do-it-yourself (DIY) couple, or if the Barb Wired calendar is not open for your date, we may still be available to help you plan and prepare for your special day. If a friend or family member will direct the ceremony and reception, Barb Wired offers consulting services to help you draft a useful checklist, ceremony seating, and a seamless wedding day itinerary. This option is perfect for couples who may not be getting married in Central Virginia. Our consultation services are available to clients regardless of their proximity to Charlottesville.

Assorted décor items are available at no charge. See (and “like”) our Facebook page for current selections (and savings for you). We welcome the opportunity to learn more about YOUR wedding and how we might help you save on many aspects of your day.

Package Features	Fairy Godmother 20 Hours \$4000	Forevermore Unlimited Hours \$6500
Complimentary first consultation and initial checklist	✓	✓
Provide referrals to vendors to fit your vision and budget	✓	✓
Contact all vendors and service providers to ensure clear communication	✓	✓
Gather information regarding deliveries, set-up, and returns	✓	✓
Collect bids from vendors		✓
Arrange/attend vendor meetings with or without the client as needed/requested		✓
Provide budget assistance	✓	✓
Troubleshoot logistical situations and/or oversights	✓	✓
Review printed items and contracts as needed/requested	✓	✓
Facilitate ceremony program as you and your celebrant have arranged	✓	✓
Provide comprehensive checklist, full itinerary, and ceremony seating plan	✓	✓
Provide assorted décor items as reserved	✓	✓
Facilitate ceremony & reception in accordance with venue and caterer	✓	✓
Access to a wedding day emergency kit	✓	✓
Set up DIY décor items, signs, chalkboards, seating cards, favors, programs, etc.	✓	✓
Ensure timeline is on schedule (speeches, dances, cake cutting, bouquet toss, etc.)	✓	✓
Pack picnic treats for couple to enjoy on their wedding night	✓	✓
Collect gifts and cards and make sure they are packed in the correct vehicle	✓	✓
Collect the couple's luggage and ensure it is in the correct vehicle for their send off	✓	✓
Gather any DIY decorations or personal articles the couple may have brought for use during ceremony & reception	✓	✓
Coordinate guests for sparkler exit or other send off as discussed	✓	✓
Hours of consultation & correspondence	7 hours	unlimited hours
Walk through & site visit with venue and caterer	2 hours	3-4 hours
Rehearsal with director and assistant(s)	1 hour	2 hours
Hours of assistance and staff on wedding day	10 hours, 3 staff	12+ hours, 3-4 staff