

Soigné Productions

(SWÄN-YÄ)



Tonya Szele- Owner, Principal Planner



Nitaña Sanchez- Associate Planner

Tonya Szele, owner of *Soigné Productions*, grew up on Nantucket Island off the coast of Massachusetts and describes it as a “hard-working little island”. She made a leap of faith journey across the country more than eighteen years ago to Santa Barbara, which has become her home. Tonya found her true calling as an event planner and has crafted hundreds of high-end events over the years.

Her professional experience in Santa Barbara began with catering management for the Wine Cask restaurant. It was later followed by venue direction and event planning for Firestone Vineyard in Los Olivos. Both experiences provided her with an extensive knowledge of event planning from every angle and for any occasion, particularly weddings. She developed an appetite for beautiful events and the means to execute them flawlessly.

Inspired by her travels to Italy and France, but with a decidedly American point of view she possesses an excellent sense of style and design. She loves exploring new venues where her imagination can run wild. Her local and specific favorites are rustic ranch weddings, with unique vintage finds and varied color palettes.

Nature is also one of her many muses. She can't resist beautiful floral arrangements with interesting textures and unexpected combinations. She is captivated by modern lighting design, but never underestimates the subtle infusion of candlelight.

Tonya's hard-working background translates into an exhaustive attention to detail. She brings a calm efficiency to each event and routinely blows the minds of new vendors with her detailed spreadsheets and site schematics! As a wife and mother of two, she recognizes the importance of family and respects the rich lives of her clients. Every relationship is special and each event should be remembered for a lifetime. She can make your perfect day a reality!

Nitaña Sanchez, Associate Planner at *Soigné Productions*, has a bachelor's degree in World Arts & Cultures from UCLA where she studied dance from all over the world (flamenco, belly dance, salsa, etc.) and she's been lucky enough to share the stage with many fine artists as a professional dancer. In addition to her passion for dance, she loves a good party! Before joining the *Soigné Productions* team, she coordinated fundraising events for nonprofit organizations, worked in hospitality at performing arts venues, and worked for catering companies and private clubs in Santa Barbara. As an event planner, she's attentive, creative, dependable, and fun-loving. Her personal event style is “old world charm.” She's drawn to all things shabby chic, with character, class and style. Having grown up in Santa Barbara, she also has an appreciation for romantic Spanish weddings. When she's not planning events you can find her walking her dogs at the beach, taking a dance class, hula-hooping, or at home reading to her son.



Elizabeth Messina Photography

Month of Coordination

\$3,000

PRE-PLANNING

- Phone and email consultation for general questions and guidance
- Up to three in-person meetings to include two planning sessions and one final walkthrough of venue with booked vendors scheduled thirty days prior to event
- Vendor referral list to include: event vendors, hotels, restaurants and local activities
- Detailed wedding day timeline production and management to include: vendor list, bridal party, service, music, photography and transportation timelines
- Detailed schematic production and management to include layouts of the ceremony and reception areas
- Primary Vendor liaison four weeks prior to event to distribute timelines, schematics and to confirm details

REHEARSAL DAY

- Up to two hours of rehearsal day coverage
- Receive and store personal wedding items
- Wedding rehearsal coordination and direction
- Distribute timeline to bridal party and family members to ensure that they are all aware of their roles, duties and arrival times

WEDDING DAY

- Up to ten hours of wedding day coverage including up to two additional assistants
- Confirm event areas are set up according to plan
- Set-up personal wedding items including: signage, guest book/pen, programs, escort cards, place cards, table names/numbers, favors, menus, toasting flutes, cake knife, server and any other special items in pre-determined locations
- Greet guests and assist ushers with seating and program circulation
- Assist and direct bride, groom, bridal party, family members and guests throughout the event
- Direct all ceremony and reception proceedings including ceremony processional and recessional, photographs, grand entrance, first dance, dinner service, toasts, vendor meals, cake cutting, bouquet/garter toss, grand exit and any other special activity
- Supervise all event vendors including: set-up, execution and strike
- Alleviate last minute problems and stresses (*emergency wedding kit on hand*)
- Distribute final payments and gratuities to vendors
- Collect personal wedding items at conclusion including: gifts, cake and any other personal items brought in for event

Month of + Design Coordination

\$6,000

PRE-PLANNING

- Phone and email consultation for general questions and guidance
- Up to 5 planning sessions including design vendor meetings and up to two site visits
- Final site visit with booked vendors scheduled thirty days prior to the wedding
- Phone and email consultation for general questions and guidance
- Vendor referral list to include: event vendors, hotels, restaurants and local activities
- Detailed wedding day timeline production and management to include: vendor list, bridal party, service, music, photography and transportation timelines
- Detailed schematic production and management to include layouts of the ceremony and reception areas
- Primary Vendor liaison to all booked vendors four weeks prior to event to distribute timelines, schematics and to confirm details

VENDOR COORDINATION

- Complete wedding design coordination including: Scheduling a design consultation at the ceremony and reception venue where we will create the event plan and discuss design specifics including floral, lighting, décor and finishing touches. Create inspiration boards using a collection of photographs that represent the desired aesthetic. Offer ideas on how to make your event reflect your unique personality and style. Coordinate stationary, including: save the dates, invitations, programs, escort cards, place cards, table numbers, special signage and thank you cards. Obtain estimates and negotiate contracts for these vendors to include: floral designer, lighting specialist, stationary designer, equipment rental and specialty rentals including- furniture, plants, event props and décor. Booking and attending all appointments and acting as the primary liaison with hired design vendors throughout the planning process.

REHEARSAL DAY

- Up to four hours of rehearsal day coverage
- Receive and store personal wedding items
- Wedding rehearsal coordination and direction
- Distribute timeline to bridal party and family members to ensure that they are all aware of their roles, duties and arrival times

WEDDING DAY

- Up to twelve hours of wedding day coverage including two additional assistants
- Confirm event areas are set up according to plan
- Set-up personal wedding items including: signage, guest book/pen, programs, escort cards, place cards, table names/numbers, favors, menus, toasting flutes, cake knife, server and any other special items in pre-determined locations
- Greet guests and assist ushers with seating and program circulation
- Assist and direct bride, groom, bridal party, family members and guests throughout the event
- Direct all ceremony and reception proceedings including ceremony processional and recessional, photographs, grand entrance, first dance, dinner service, toasts, vendor meals, cake cutting, bouquet/garter toss, grand exit and any other special activity
- Supervise all event vendors including: set-up, execution and strike
- Alleviate last minute problems and stresses (*emergency wedding kit on hand*)
- Distribute final payments and gratuities to vendors
- Collect personal wedding items at conclusion including: gifts, cake and any other personal items



Mi Belle Photography

Full Service Wedding Planning

\$12,000

PRE-PLANNING

- Unlimited Phone and email consultation
- Unlimited planning sessions including vendor meetings and up to two site visits
- Final site visit with key booked vendors scheduled thirty days prior to the wedding
- Detailed wedding day timeline production and management to include: vendor list, bridal party, service, music, photography and transportation timelines
- Detailed schematic production and management to include layouts of the ceremony and reception areas
- Vendor confirmation one month prior to event

VENDOR COORDINATION

- Venue scouting, booking and management
- Complete coordination of all wedding vendors including: Obtaining comparable estimates and creating comprehensive side by side comparisons to assist in final decision making of all hired vendors, contract negotiation, booking and attending all meetings. Vendors to include: cake and/ or specialty dessert, caterer, childcare, equipment rental, floral designer, hotels, lighting, sound & audio specialist, photo booth, photographer, music, restrooms, specialty rentals including- furniture, plants, props and décor, transportation and/ or valet, venue, videographer, hair and makeup.
- Complete wedding day design including: Scheduling a design consultation at the ceremony and reception venue where we will create the event plan and discuss design specifics including floral, lighting, décor and finishing touches. Create inspiration boards using a collection of photographs that represent the desired aesthetic. Offer ideas on how to make your event reflect your unique personality and style. Coordinate stationary, including: save the dates, invitations, programs, escort cards, place cards, table numbers, special signage and thank you cards.
- Customized wedding web site
- Customized progress report for all event planning tasks
- Customized budget worksheet to include: estimated cost, actual cost and payment tracking for all event vendors

REHEARSAL DAY

- Coordination of ceremony rehearsal
- Receive and store personal décor, props & accessories
- Manage vendor delivery & set-up
- Wedding ceremony rehearsal coordination and direction
- Distribute timeline to bridal party and family members to ensure that they are all aware of their roles, duties and arrival times

WEDDING DAY

- Up to twelve hours of wedding day coverage including two additional assistants
- Confirm event areas are set up according to plan
- Set-up personal wedding décor, props & accessories including: signage, guest book/pen, programs, escort cards, place cards, table names/numbers, favors, menus, toasting flutes, cake knife, server and any other special items in pre-determined locations

Greet guests and assist ushers with seating and program circulation
 Assist and direct bride, groom, bridal party, family members and guests throughout the event
 Direct all ceremony and reception proceedings including ceremony processional and recessional, photographs, grand entrance, first dance, dinner service, toasts, vendor meals, cake cutting, bouquet/garter toss, grand exit and any other special activity
 Manage all event vendors including: set-up, execution and strike
 Alleviate last minute problems and stresses (*emergency wedding kit on hand*)
 Distribute final payments and gratuities to vendors
 Collect personal wedding items at conclusion including: gifts, cake and any other personal items.

STRIKE DAY

Conduct final walk-thru of property once all rentals and equipment have been removed to ensure that venue has been left in an acceptable condition

A la Carte Services

Hourly Design & Planning Services	\$250 per hour
Vendor Coordination	15% of Final Vendor Invoice
Venue Comparison, Budget & Venue Scouting Trip (<i>up to 5</i>)	\$800
Guest Welcome Basket Assembly and Distribution	\$500 (<i>plus cost of materials</i>)
Wedding Favor Coordination	\$500 (<i>plus cost of materials</i>)
Hotel Room Block Coordination & Management (<i>up to 3</i>)	\$500
Response Card and Master Guest List Management	\$250 per event
Other Events Including: Rehearsal Dinner, Brunch Planning	\$1,500 + Vendor Commission (<i>per event</i>)
Errand Running or Bride's Personal Assistant for the Day	\$25 per hour

Contract Terms

COMPENSATION- For services under this agreement, Soigné Productions shall receive a total fee to be paid as follows: A non-refundable retainer in the amount of fifty percent is due within 14 days of the contract execution date. The retainer secures Soigné Productions for the Event as detailed. A final payment in the amount of fifty percent is due thirty days prior to Event. Acceptable means of payment are cash and check made payable to Soigné Productions and mailed to 327 Ladera Street No. 1 Santa Barbara, CA 93101.

ADDITIONAL SERVICES- All services have been agreed upon at the time this contract was signed. Any services added will be pre-approved by all parties by written agreement and shall be binding on all parties.

CHANGES TO APPROVED EVENT PLAN AND VENDOR AGREEMENTS- Once vendor contracts have been secured, the final Event plan will be approved by written agreement by Client. Any major changes made to the Event plan following approved written agreement may incur additional hourly fees. No major changes may be made to vendor agreements within two weeks of the Event or additional hourly fees will apply.

OVERTIME- If additional staff coverage hours are required on the Rehearsal or Event day(s) an overtime rate of \$200.00 per hour will apply for time spent over the original contracted time for the Event. The duration of overtime may be agreed upon between Soigné Productions and Client at or prior to Event by written or verbal agreement and shall be binding on all parties. Client shall pay any overtime fees to Soigné Productions at the conclusion of the Event at the rate identified in this Agreement.

LIABILITY- As a consultant, Soigné Productions is acting strictly as an agent for the Client. The Client will sign all vendor agreements and the Client is responsible for all payments in full. Although Soigné Productions provides coordination and referrals, each vendor is responsible for their own actions. Soigné Productions will confirm all details with the vendors, per agreements received. Client must submit signed copies of vendor agreement from all vendors assisting the Event to Soigné Productions no later than thirty days prior to Event.

INDEMNITY- The Client hereby agrees to hold Soigné Productions harmless and shall indemnify Soigné Productions from and against any and all incidents, lawsuits or other claims, arising out of or resulting from this agreement. Soigné Productions does not assume or accept any responsibility for damages or losses to location, equipment or personal articles.

COLLECTION/ LITIGATION- Client agrees to pay the costs of collecting monies or of litigation associated with this agreement, including court costs, filing fees, reasonable attorneys' fees and other costs. Client agrees to venue and jurisdiction in Santa Barbara County, California; this agreement shall be subject to the laws of the State of California.

CANCELLATION- All cancellations by Client must be submitted in writing to Soigné Productions. Cancellation prior to 90 days from the Event will require all hours accumulated on behalf of the Client to be paid in full at a rate of \$200 per hour. Cancellation 90 days or less from the day will require the contract base to be paid in full. If the wedding is postponed, the agreement may be applied towards another date that is agreed upon by all parties. As all vendors and other details must be rescheduled, additional hourly fees may apply and a new service agreement will be required.

Soigné Productions shall not be liable for any damage in the occurrence that the Event shall be delayed or prevented by fire, flood, earthquake, riot, strike or act of God. In the occurrence of fire, flood, earthquake, riot, strike or act of God, Soigné Productions will try to accommodate any changes necessary to hold the Event. In the case of cancellation, Soigné Production's stated cancellation policy applies.