

TB Events

GOLD PACKAGE

“TIE THE KNOT”

This package is perfect for the couple that has designed your wedding and contracted all their vendors. Two to three months before your wedding, we will finalize the details and logistics of your wedding day, and execute your vision smoothly and successfully. Your role is simple...show up and “Tie the Knot” on your wedding day!

Pre Wedding Day Services

- ♥ Unlimited contact via telephone, email and text
- ♥ Develop a planning checklist so everything flows as planned
- ♥ Provide a detailed timeline and schedule for all vendors
- ♥ Wedding Etiquette Instructions
- ♥ Review BEO (Banquet Event Order) provided by catering manager
- ♥ Assist with Ceremony plans and Reception Layout
- ♥ Review all vendor contracts
- ♥ Confirmation of all vendors, services and arrival times
- ♥ Create a detailed Ceremony and Reception packing checklist of items to be collected at the Rehearsal.

Meetings

- ♥ Three face to face planning meetings:
 - Complimentary Consultation to clearly identify your vision
 - Venue Site Visit – to walkthrough the event space and review the layout for the wedding and reception
 - Finale Meeting – review all details, timeless, BEO, Vendors & Ceremony (10-14 days prior to the wedding)

Wedding Rehearsal

- ♥ Coordinate and conduct ceremony rehearsal (two hours maximum)
- ♥ Collect décor to set up on the wedding day (Checklist provided)
- ♥ Distribute personal wedding day itinerary to wedding party (ex: when, where and what time to arrive)
- ♥ Collect final payments for vendors
- ♥ Collect wedding day items, such as marriage license, guest book, cake knife, photos, toasting flutes, wedding favors, programs, place cards, cake knife, etc. (can be collected prior to rehearsal)

Wedding Day

- ♥ Unlimited Time (starting with vendor set up to break down)
- ♥ Manage the flow of the wedding day at the venue from beginning to end
- ♥ Serve as liaison for the wedding party, families and vendors
- ♥ Bridal Day Emergency Kit on site for any last minute emergencies or unexpected situations
- ♥ Distribute bouquets and pin flowers on attendants and parents
- ♥ Direct photographer, videographer, musicians, rentals, florists, deejay, etc. on where they should be
- ♥ Oversee set up of all vendors to make sure contractual obligations are met
- ♥ Gather personal belongings and gifts and give to designated person
- ♥ Set up any ceremony and reception décor not handled by contracted vendors
- ♥ Direct Ushers with program and seating instructions for wedding and reception
- ♥ Direct wedding party for ceremony and seating arrangements at reception
- ♥ Ensure that marriage license has all necessary signatures
- ♥ Bustle wedding gown
- ♥ Announce Grand Entrance of the wedding party and the new Mr. and Mrs.
- ♥ Cue Bride and Groom for all important reception business (first dance, cake cutting, toasts, bouquet/garter toss, etc)
- ♥ Maintain timeline for all events during reception
- ♥ Communicate with banquet staff to ensure things are operating as planned
- ♥ Make sure venues are left as instructed to assure the deposits are refunded (or notify couple of any damages)

PLATINUM PACKAGE

“DOWN THE AISLE”

For the couple who has started their planning process by securing the location and some of the vendors but unsure of how to bring their vision to reality. Let us handle the rest and get you “Down the Aisle”. We step in and guide you for the remainder of the planning process with budget, design assistance, professional vendor referrals and unlimited professional advice and guidance to ensure a stress free planning experience and wedding day.

Pre Wedding Day Services

- ♥ Unlimited contact via telephone, email and text
- ♥ Develop a planning checklist so everything flows as planned
- ♥ Provide a detailed timeline and schedule for all vendors
- ♥ Wedding Etiquette Instructions
- ♥ Review BEO (Banquet Event Order) provided by catering manager
- ♥ Assist with Ceremony plans and Reception Layout
- ♥ Review all vendor contracts
- ♥ Confirmation of all vendors, services and arrival times
- ♥ Create a detailed Ceremony and Reception packing checklist of items to be collected at the Rehearsal.

Budget Guidance

- ♥ Produce a realistic budget or review the existing budget and offer cost saving tips to ensure they budgeted goal is met

Design

- ♥ Direction and guidance on the entire wedding day flow ensuring that it has a feeling of love and elegance from beginning to end. This includes, but is not limited to, invitation, floral design and décor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc.
- ♥ Recommend additional décor items if needed

Vendors

- ♥ Review all vendor contracts for accuracy based upon bride and groom specifications
- ♥ Refer remaining professional vendors that will adhere to the budget and style
- ♥ Arrange vendor appointments
- ♥ Client will sign all vendor contracts

Meetings

- ♥ Up to 6 face to face planning meetings
 - Complimentary Consultation to clearly identify your vision
 - Venue Site Visit – to walkthrough the event space and review the layout for the wedding and reception
 - Finale Meeting – review all details, timeless, BEO, Vendors & Ceremony (10-14 days prior to the wedding)
 - Design and Planning meetings
 - The remaining can be used as needed. Vendor meetings, bridal fittings, tastings, additional site visits, etc.

Wedding Rehearsal

- ♥ Coordinate and conduct ceremony rehearsal (two hours maximum)
- ♥ Collect décor to set up on the wedding day (Checklist provided)
- ♥ Distribute personal wedding day itinerary to wedding party (ex: when, where and what time to arrive)
- ♥ Collect final payments for vendors
- ♥ Collect wedding day items, such as marriage license, guest book, cake knife, photos, toasting flutes, wedding favors, programs, place cards, cake knife, etc. (can be collected prior to rehearsal)

Wedding Day

- ♥ Same as the services listed in the Gold/Tie the Knot Package

DIAMOND PACKAGE

“I WILL TO I DO”

This is the crème de la crème of all packages! It's perfect for the couple that wants to make all their decisions but lacks the time for the details and arrangements. From the time you say “I Will To I Do”, we are there! This package allows you to put all your energy and efforts into the fun and exciting part of the planning process. Relax and have fun celebrating at the parties, showers, teas, shopping and all the other fun activities associated with planning your dream wedding. Let us handle the details!

Pre-Wedding Day

- ♥ Unlimited contact via telephone, email and text
- ♥ Develop a planning checklist so everything flows as planned
- ♥ Provide a detailed timeline and schedule for all vendors
- ♥ Wedding Etiquette Instructions
- ♥ Review BEO (Banquet Event Order) provided by catering manager
- ♥ Assist with Ceremony plans and Reception Layout
- ♥ Review all vendor contracts
- ♥ Confirmation of all vendors, services and arrival times
- ♥ Create a detailed Ceremony and Reception packing checklist of items to be collected at the Rehearsal.

Meetings

- ♥ Unlimited contact via telephone and email
- ♥ Complimentary Consultation to clearly identify your vision
- ♥ Bride/Gown Appointments
- ♥ Attend final dress fitting to learn bustle
- ♥ Groom/Tuxedo Appointment
- ♥ Attend Tastings
- ♥ Design
- ♥ Planning and Timeline
- ♥ Venue Walkthrough
- ♥ Final Details Meeting

Budget Management

- ♥ Produce a realistic detailed budget and assist with client prioritizing
- ♥ Track budget to ensure finances
- ♥ Recommend vendors to align with budget
- ♥ Payment reminders for all vendors
- ♥ Final vendor payment reminders

Venue Selection

- ♥ Produce a “venue scout” list based on client's preferences with budget, logistics and style
- ♥ Provide photos, rates, availability and pros/cons list
- ♥ Arrange and attend all venue tours
- ♥ Finalize all contracts

Vendor Selection

- ♥ Recommend and assist with the selection of all vendors needed for the ceremony and reception. Focusing of professionalism and reliability within your budget and style. Including but not limited to, Photographer, Florist, Officiant, Caterer, Entertainment, Lighting, Hair and Makeup, Rentals, Stationery, Attire, Calligraphy, Alterations, Hotel Accommodations and Transportation
- ♥ Bridal Salon recommendations
- ♥ Tuxedo/Groom's Attire recommendations
- ♥ Review final contract before executed

Diamond Package Services continued on next page...

Vendor Management

- ♥ Schedule and attend appointments
- ♥ Oversee proposals for additions/deletions
- ♥ Point of contact for all vendors with wedding/event details

Design

- ♥ Establish concept/theme
- ♥ Create a digital color & vision board
- ♥ Direction and guidance on the entire wedding day flow ensuring that it has a feeling of love and elegance from beginning to end. This includes, but is not limited to, invitation, floral design and décor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc.
- ♥ Recommend additional décor items if needed
- ♥ Favor assembly (supply cost not included)
- ♥ Assemble and deliver welcome baskets/gift bags to hotel(s) (supply cost not included)

Guest List Management

- ♥ Invitation assembly and mailing (not including postage)
- ♥ RSVP management – track guest counts, special requests and meal selections
- ♥ Provide weekly repost of guest list status
- ♥ Contact those that did not respond by the RSVP date with contact info provided by the client

Wedding Rehearsal

- ♥ Coordinate and conduct ceremony rehearsal (two hours maximum)
- ♥ Collect décor to set up on the wedding day (Checklist provided)
- ♥ Distribute personal wedding day itinerary to wedding party (ex: when, where and what time to arrive)
- ♥ Collect final payments for vendors
- ♥ Collect wedding day items, such as marriage license, guest book, cake knife, photos, toasting flutes, wedding favors, programs, place cards, cake knife, etc. (can be collected prior to rehearsal)

Wedding Day

- ♥ Same as the services listed in the Gold/Tie the Knot Package