

Westway Events

Packages and Services

EVENT MANAGEMENT

Formerly known in the industry as "Day of Coordination," this package perfectly complements the ultimate DIY couple that has planned all elements of their wedding and simply needs assistance with coordination of their rehearsal and wedding day.

Before the Wedding

- Two consultation meetings to go over details including a venue walk through
- Any needed vendor recommendations
- Vendor contract review and communication to be sure all details are taken care of
- Creation of detailed timeline
- Coordination of ceremony rehearsal

Wedding Day

- Coordination and assisting with set up of ceremony and reception including placing all wedding accessories such as place cards, favors, etc.
- Point of contact for all vendors and bridal party members
- Distribution of bouquets and boutonnieres
- Coordination of ceremony processional
- Access to our emergency kit
- Handling any issues that may arise
- Communication with DJ to make the appropriate announcements
- Final payment and gratuity distribution to vendors
- Up to 8 hours of wedding day coverage to make sure you don't have to worry about the details

Price starting at \$1000

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EVENT PLANNING SUPPORT AND MANAGEMENT

Designed for the couple that has planned several of the major elements of their wedding day but needs assistance securing remaining vendors and tying up any loose ends, ensuring that their wedding day will embody the stress-free beauty and flow that is desired.

Before the Wedding

- Five consultation meetings to go over details including a venue walk through
- Any needed vendor recommendations
- Expert advice on etiquette and other wedding related subjects
- Hands on assistance in choosing 2 needed vendors and complete planning with those vendors
- Vendor contract review and communication to be sure all details are taken care of
- Creation of detailed timeline
- Coordination of ceremony rehearsal

Wedding Day

- Coordination and assisting with set up of ceremony and reception including placing all wedding accessories such as place cards, favors, etc.
- Point of contact for all vendors and bridal party members
- Distribution of bouquets and boutonnieres
- Coordination of ceremony processional
- Access to our emergency kit
- Handling any issues that may arise
- Communication with DJ to make the appropriate announcements
- Final payment and gratuity distribution to vendors
- Up to 10 hours wedding day coverage to make sure you don't have to worry about the details

Price starting at \$2500

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FULL SERVICE PLANNING AND MANAGEMENT

Perfect for the couple who wants the complete wedding planning experience. This package ensures a beautiful, worry-free, relaxed wedding day for the couple and their families and an exceptional wedding planning experience.

Before the Wedding

- Complete wedding design concept
- Finding your perfect venue
- Development of budget & priorities
- Hand-picked vendor recommendations and assistance with booking
- Attendance at vendor meetings
- Assistance in ordering wedding invitations and other materials
- Tracking of guest rsvp's
- Management, communication, and organization of all vendors including contract review, appointment confirmation, and payment reminders
- Coordination of accommodations & transportation
- Expert advice on etiquette and other topics
- Creation of timeline and checklists
- Ceremony & Reception floor plan
- Coordination of ceremony rehearsal

Wedding Day

- Coordination and assisting with set up of ceremony and reception including placing all wedding accessories such as place cards, favors, etc.
- Point of contact for all vendors and bridal party members
- Distribution of bouquets and boutonnières
- Coordination of ceremony processional
- Access to our emergency kit
- Handling any issues that may arise
- Communication with DJ to make the appropriate announcements
- Final payment and gratuity distribution to vendors
- All day coverage to make sure you and your bridal party fully enjoy this important day

Price starting at \$4500

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