White Vine

weddings

planning + design

Serving Metro Atlanta, North Georgia, and the Southeast

whitevineweddings@gmail.com

www.whitevineweddings.com

770 655 2167

Thank you for your interest in White Vine Weddings! At White Vine, we know that your wedding day is one of the most important days of your life, and it is our goal to make all of your wedding wishes comes true. We would love the opportunity to make your wedding vision a reality...WITHOUT all of the STRESS.

Let us take care of the logistics and design so you can enjoy your BIG DAY!

Full Wedding Planning + Coordination
Starting at $4500

We will guide you through the entire process so that you can enjoy wedding planning!

Before the Wedding Day...

- 4 meetings to discuss wedding day wishes.
- Monthly phone calls or emails to update client
- Google Drive folder to manage all wedding information
- Venue and Vendor research and recommendations
- Communication with vendors and venues to arrange meetings for client
- Review vendor contracts
- Budget management
- Etiquette guidance
- Event Design (determine your style, color scheme, and more!)
- Program and Invitation wording
- Musical Score suggestions
- Venue floor plan design
- Guest accommodation management
- Venue walkthrough
- Timeline creation
- Communication of timeline to all vendors

Rehearsal...

- Direct rehearsal

Day Of...

- Oversee vendor setup.
- 2 directors present
- Direct ceremony
- Direct reception

*Any decor rented from White Vine Weddings does not require a setup fee. See information for personal decor setup fees below.

Add-ons:

- Additional Meeting Requests - $100 per meeting
- Decor Setup - We will set up personal decor for free if it fits into three 18-gallon storage bins. Decor greater than this amount requires the $250 setup fee.
- Additional Wedding Day Hours - Our day of coordination service is for 8 hours. Each additional hour is $100.
- Cake Cutting Fee - $75

Partial Planning + Coordination
Starting at $1800

We will help guide you through the process and coordinate the big day!

At Booking...

- Meeting 1 - Discuss wedding day vision and determine vendor needs.

From Booking to Three Months Out...

- Unlimited email and phone communication to help with the planning process.
- Provide vendor suggestions and budget chart.

Three Months Out…

- Meeting 2 - discuss progress and offer help and advice

One to Two Months Out...

- Meeting 3 - venue walkthrough to discuss wedding day logistics and final wedding preparations
- Create venue floor plan

One Month Out...

- Timeline creation
- Communication of timeline to vendors

Rehearsal...

- Direct rehearsal

Day Of...

- Oversee vendor setup.
- 2 directors present
- Direct ceremony
- Direct reception

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Add-ons:

- Additional Meeting Requests - $100 per meeting
- Decor Setup - We will set up personal decor for free if it fits into three 18-gallon storage bins. Decor greater than this amount requires the $250 setup fee.
- Additional Wedding Day Hours - Our day of coordination service is for 8 hours. Each additional hour is $100.
- Cake Cutting Fee - $75

Month Of + Coordination
Starting at $1300

Let us help in your final month by organizing and carrying out all of the logistics!

At Booking…

- Meeting 1 - Determine your wedding vision and offer wedding guidance.

One Month Out…

- Meeting 2 - venue walkthrough to discuss wedding day logistics and final wedding preparations
- Timeline creation
- Communication of timeline to vendors

Rehearsal...

- Direct rehearsal

Day Of...

- Oversee vendor setup.
- 2 directors present
- Direct ceremony
- Direct reception

*Any decor rented from White Vine Weddings does not require a setup fee. See information for personal decor setup fees below.

Add-ons:

- Additional Meeting Requests - $100 per meeting
- Decor Setup - We will set up personal decor for free if it fits into three 18-gallon storage bins. Decor greater than this amount requires the $250 setup fee.
- Additional Wedding Day Hours - Our day of coordination service is for 8 hours. Each additional hour is $100.
- Cake Cutting Fee - $75

Design + Décor

Custom quote provided for each couple.

At Booking…

Meeting 1 -

- Determine your wedding style (color scheme, style, vision)
- Talk through all décor possibilities.
- After initial meeting, provide the bride with a Design & Décor quote.

Three Months Out…

Meeting 2 -

- Venue walkthrough
- Create venue floor plan

Two Months Out…

- Finalize décor decisions.
- Create custom décor (as needed).

Day Of…

- Set up and take down of all décor.

- Decor from White Vine - Any decor rented from White Vine Weddings does not require a setup fee if you are using us for another service as well (Ex. Month Of Coordination). If you are only booking us for decor, setup is free if your decor totals at least $600. Below $600 requires a $250 setup fee.
- Personal Decor - We will set up personal decor for free if it fits into three 18-gallon storage bins. Decor greater than this amount requires the $250 setup fee.

Payment & Cancellation Policies

Full Planning & Partial Planning-

Cancellation Policy

- 0% of deposit forfeited if cancelled within 3 days of signing contract.
- 33% of deposit forfeited if cancelled within 4-15 days of signing contract.
- 67% of deposit forfeited if cancelled within 16 -30 days of signing contract.
- 100% of deposit forfeited if cancelled after 30 days of signing contract.

Payment Schedule

- 50% of balance upon booking. _____/_____/_____
- Final balance two weeks prior to the wedding _____/_____/_____
- Any changes that occur after the 2 week balance will billed after the wedding day.

Month Of Planning -

Cancellation Policy

- 0% of deposit forfeited if cancelled within 3 days of signing contract.
- 33% of deposit forfeited if cancelled within 4-15 days of signing contract.
- 67% of deposit forfeited if cancelled within 16 -30 days of signing contract.
- 100% of deposit forfeited if cancelled after 30 days of signing contract.

Payment Schedule

- $200 deposit upon booking. _____/_____/_____
- Remaining Balance 2 weeks prior to wedding _____/_____/_____
- Any changes that occur after the 2 week balance will billed after the wedding day.

Design + Decor -

Cancellation Policy

- 0% of deposit forfeited if cancelled within 3 days of signing contract.
- 33% of deposit forfeited if cancelled within 4-15 days of signing contract.
- 67% of deposit forfeited if cancelled within 16 -30 days of signing contract.
- 100% of deposit forfeited if cancelled after 30 days of signing contract.

Payment Schedule

- $100 deposit upon booking. _____/_____/_____
- Remaining Balance 2 weeks prior to wedding _____/_____/_____
- Any changes that occur after the 2 week balance will billed after the wedding day.

*In the event that White Vine Weddings cannot attend the rehearsal or wedding day, a full refund will be issued.

*Payments can be made using Venmo: @whitevineweddings OR by sending a check to: 3 London Ct Cartersville, GA 30120