



# Birchwood Hill

## Event Planning & Design

### The Silver Package

- \* Up to 8 hours of onsite day of coordination assistance to oversee both the ceremony and reception.
- \* Up to 2 hours of assistance to oversee the rehearsal.
- \* Unlimited email access to ask additional questions as necessary.
- \* Creation of an extensive wedding timeline that has been coordinated with all vendors hired for the wedding that will be made available to family, bridal party, and vendors.
- \* Oversight of all set up for ceremony and reception
- \* Distribution of all final payments or gratuities due on the day of the wedding.
- \* Three 1 hour teleconferences or face-to face meetings to ensure planning is on track and to address issues or concerns as they arise.
- \* One trip prior to the rehearsal and wedding to the venue to become familiar with the property or meet with family at venue as necessary at no charge
- \* Recommendations for all vendors who have yet to be hired and review of all contracts currently in place.

\$1875

[www.birchwoodhill.com](http://www.birchwoodhill.com)  
t: 508.498.2783 email: [donna@birchwoodhill.com](mailto:donna@birchwoodhill.com)



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### The Gold Package

- \* Introduction of up to 3 vendors in each wedding category for further consideration and will attend meetings with these vendors and clients if time allows.
- \* Assistance with developing a design and theme for the wedding while keeping an eye on the overall budget.
- \* Up to 8 hours of onsite day of coordination assistance to oversee both the ceremony and reception.
- \* Up to 2 hours of assistance to oversee the rehearsal.
- \* Unlimited email access to ask additional questions as necessary.
- \* Creation of an extensive wedding timeline that has been coordinated with all vendors hired for the wedding that will be made available to family, bridal party, and vendors.
- \* Oversight of all set up for ceremony and reception
- \* Distribution of all final payments or gratuities due on the day of the wedding.
- \* Three 1 hour teleconferences or face-to face meetings to ensure planning is on track and to address issues or concerns as they arise.
- \* One trip prior to the rehearsal and wedding to the venue to become familiar with the property or meet with family at venue as necessary at no charge
- \* Recommendations for all vendors who have yet to be hired and review of all contracts currently in place.

\$3000

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### The Platinum Package

- \* Creation of a budget with monthly updates
- \* Assistance with locating the perfect ceremony and reception venue
- \* Creation of a customized wedding website
- \* Up to 8 hours of onsite day of coordination assistance to oversee both the ceremony and reception.
- \* Up to 2 hours of assistance to oversee the rehearsal.
- \* Unlimited email access to ask additional questions as necessary.
- \* Creation of an extensive wedding timeline that has been coordinated with all vendors hired for the wedding that will be made available to family, bridal party, and vendors.
- \* Oversight of all set up for ceremony and reception
- \* Distribution of all final payments or gratuities on the day of the wedding.
- \* Three 1 hour teleconferences or face-to face meetings .
- \* One trip prior to the rehearsal and wedding to the venue or meet with family at venue as necessary at no charge
- \* Recommendations for all vendors who have yet to be hired and review of all contracts currently in place.
- \* Introduction of up to 3 vendors in each wedding category for further consideration and will attend meetings with these vendors and clients if time allows.
- \* Assistance with developing a design and theme for the wedding while keeping an eye on the overall budget.

\$6000

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### A La Carte Services

Since everyone has different needs, we offer pricing for the more unique and individual options apart from our packages. This way, you won't pay for something you don't need, while still having the option of having us take care of it for you. Each of the services listed below can be added onto any package or can be purchased alone. Pricing is for services within a 50 mile radius of our offices.

- |  |               |
|--|---------------|
| * Additional meetings, vendor visits, errands, etc.                | \$125/hr.     |
| * Wedding Website Design   | \$1250        |
| * Invitation assembly and mailing                                  | \$3.00/invite |
| * RSVP tracking and reporting                                      | \$3.00/invite |
| * Planning Rehearsal Dinner  | \$600         |
| (Venue selection, invitations, floral, etc. )                      |               |
| * Planning and coordination of day after brunch                    | \$600         |
| * Negotiate, secure and oversee room blocks for our of town guests | \$600         |
| * Plan activities for our of town guests                           | \$125/hr.     |

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