



ALWAYS IN YOUR ELEMENT™

# Event Decor Services:

## FEE INCLUSIONS

THE PERMIT FOR USE OF BEACH DURING CEREMONY (IF APPLICABLE)  
BEACH CEREMONY TO INCLUDE WHITE RESIN FOLDING CHAIRS  
BAMBOO FOLDING CHAIR WITH IVORY CUSHION FOR VERANDINA CEREMONY  
SET UP AND TEAR DOWN OF CEREMONY  
CEREMONY COORDINATOR  
REHEARSAL COORDINATION (ONE HOUR)  
CONSULTATION WITH BRIDE

## PRE-WEDDING SERVICES

UNLIMITED PHONE CALLS AND E-MAILS BETWEEN CLIENT AND COORDINATOR

UPON REQUEST, THE COORDINATOR WILL ATTEND MEETINGS WITH OUTSIDE VENDORS (DJ, FLORIST). FOR DESTINATION WEDDINGS, THE COORDINATOR MAY MEET WITH THEIR POTENTIAL VENDOR TO DISCUSS DESIGN/PRICING ON BEHALF OF THEIR OUT OF TOWN CLIENT UPON THEIR REQUEST.

## CEREMONY AND POST SERVICES

ON THE DAY OF THE WEDDING, THE COORDINATOR WILL BE PRESENT A MINIMUM OF TWO HOURS PRIOR TO THE CEREMONY. THE COORDINATOR WILL BE RESPONSIBLE TO ENSURE ALL THE DETAILS ARE IN PLACE FOR THE CEREMONY INCLUDING — MEETING WITH OFFICIATE BEFORE THE CEREMONY, MAKING SURE THE PROGRAMS ARE PLACED ON THE CHAIRS AND MAKING SURE ANY DÉCOR ITEMS ARE IN PLACE AND READY PRIOR TO CEREMONY START TIME.

THE COORDINATOR WILL STAY IN CONTACT WITH OUTSIDE VENDORS ON THE DAY OF THE CEREMONY. THE COORDINATOR WILL ALSO GUIDE THEM TO THEIR APPROPRIATE LOCATION DURING THE CEREMONY AND/OR FOR THE RECEPTION.

PRIOR TO THE RECEPTION, THE COORDINATOR WILL MAKE SURE THE FAVORS, PROGRAMS AND PLACE CARDS ARE IN ORDER PER CLIENT REQUEST. THE COORDINATOR WILL ENSURE ALL DÉCOR AND VENDOR ITEMS ARE SET AND IN PLACE FOR THE ARRIVAL OF THE WEDDING PARTY.

THE COORDINATOR WILL STAY FOR APPROXIMATELY HALF AN HOUR POST CEREMONY TO ENSURE A SMOOTH TRANSITION TO RECEPTION. IF DÉCOR IS PROVIDED THE COORDINATOR MAY STAY LONGER IF NECESSARY.

A 24% TAXABLE SERVICE CHARGE AND 7% SALES TAX APPLIES TO ALL FOOD AND BEVERAGE.