

Celebrate! EVENTS



Event Coordinator Packages

Celebrate Events, Inc. / BTU Special Events / Richie Rich Catering

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General Information

- Basic rates:
 - \$50/ Hour regular rate
 - \$30/ Not-for-profit rate
- Large scale dinners or Galas: \$2,000 + up
- Weddings:
 - Day-of-coordinating- Starting at \$1,000 + up
 - Month-of-coordinating- Starting at \$1,700 + up
 - Full planning- Starting at \$3,000 + up

Basic Day-Of Package at \$1,000

- Complimentary consultation
- Up to two hours of face-to-face planning meetings, plus unlimited phone and e-mail communication during the *month* leading up to your wedding
- Complete walk-through of ceremony and reception sites at least two weeks prior to wedding date
- Thorough review of vendor details
 - We will confirm all contract details and arrival times over the phone one week and one day prior to your wedding
 - We will instruct vendors to first contact us instead of you with any questions or concerns during the week prior to your wedding
- Ceremony and reception set-up and decorating
 - Serve as point of contact for venue staff and all vendors; we will be the first to arrive and the last to leave
 - Set up all ceremony items including programs, unity candles, aisle runners, etc.
 - Set up all reception items including seating cards, place cards, gifts table, card box, wedding favors, etc.
- Ceremony and reception coordination
 - Keep bridal party and vendors to your previously established time line
 - Distribute flowers, bouquets, and pin corsages and boutonnieres
 - Assist guests and answer questions as needed
 - Distribute remaining vendor balances and tips on bride and groom's behalf at the end of the night
 - Resolve any ceremony- or reception-related problems that arise
- After-event clean up
 - Assist site staff with general clean up
 - Deliver gifts and remaining ceremony and reception items to designated location
- Bridal party emergency kit always on hand

Extended Day-Of Package starting at \$1,250

Includes everything in the [Basic Package](#) plus the following:

- Two additional hours (up to four hours) of face-to-face planning meetings, plus unlimited phone and e-mail communication during the three months leading up to your wedding
- Pre-wedding organization
 - Ensure copies of all vendor contracts are accounted for and signed
 - Create list of "yet-to-dos" for the bride and groom
 - Assist with seating charts, timelines for family and bridal party, and other planning documents
- Rehearsal coordination in cooperation with officiant
 - Assist with rehearsal as needed
 - Ensure bridal party knows where they need to be and when on wedding day

À La Carte Services

- Etiquette and alternative tradition advice
- Vendor referrals or Vendor Coordination
- Assistance with wording of save-the-dates, invitations, programs, and vows
- Assembly and mailing of save-the-dates and invitations
- Design and assembly of wedding favors, guest books, and more
- Assistance with guest and bridal party transportation
- Bridal party jewelry design and creation
- Creation of guest bathroom amenity baskets
- Creation of out of town baskets or bags and delivery to hotels
- Coordination of ceremony rehearsal (included with the [Extended Package](#)) and rehearsal dinner coordination (billed separately at à la carte rate)
- Coordination of post-wedding brunch

If you request additional services, we are always willing to customize a quote for you that suits your needs, style and budget!

Whether you're planning a once-in-a-lifetime event, or have an event planner on staff, we can assist in making your event joyous and memorable for you and your guests!

- Private Home Parties
- Corporate Events
- Weddings
- Birthday Parties
- Annual Meetings
- Bar/Bat Mitzvahs
- Graduation Parties
- Fundraising Events
- Holiday Dinners
- New Year's Celebrations
- Retirement Parties
- Picnics
- Themed Parties
- Anniversaries
- Trade Show Hospitality
- Sports Event Hospitality
- Retail Grand Openings
- Press Conferences
- Concert Catering
- Theatre Events
- Non-profit

