



## *Event Styling Services*

The Event Stylists at Soiree take pride in making sure each favor is as you envisioned it, linens perfectly placed, and love bringing in unique, never-seen-before decor perfect for your wedding. All event styling services may only be combined with planning services:

- Custom props and decor
- Custom stationery and printed materials
- Specialty linens  
Exclusive to Soiree brides
- Stylish accoutrements (unique and classy party decor, stylish vases, candle holders, etc.)  
Exclusive to Soiree brides
- Sourcing and researching decor items to make your wedding truly unique
- Custom favors including both design and assembly
- Charming and sophisticated guest welcome bags and gifts
- Set-up and take down of event
- Lighting design
- And much more



## *Wedding Services*

A selection of our design and planning services are below. A customized proposal will be given based on your needs and event dynamics.

- Help with venue selection
- Event design, enhancement, and decor
- Manage budget
- Menu and tasting assistance
- Contract review
- Arrange attend vendor appointments
- Assist with selecting save-the-dates, invitations, programs, and other printed Items
- Assist with selection of favors, bridal party gifts, etc.
- RSVP tracking
- Negotiate hotel room blocks
- Arrange transportation
- Rehearsal design and coordination
- Out of town welcome basket/bags assembly and distribution
- Pre - Wedding day activities (spa day, golf rounds, rafting trips, organized tours, etc.)
- Day after Wedding Brunch design and coordination (location, menu, design, coordination)
- Pre - Wedding day parties (engagement party, bridal shower, ladies luncheon, etc.)
- All weddings include Final Prep Services (see below)



## *Final Prep*

Final Prep and Day of Management - Begins 2 months prior to Wedding Day and includes the following services. All proposals include a minimum of one Coordinator plus one Assistant on Wedding Day. (Additional services may be added from our À La Carte Wedding Services. Final Prep Services begin at \$950 with our Associate Planner)

- Wrap up final detailing appointment to review - vendor contracts provided by client, begin timeline and production schedule, and begin a To-Do list for the remaining 2 months
- Final detailing meetings - walk through at ceremony/reception venue and meeting with caterer
- Receive full vendor referral list - which includes access to our list of highly recommended vendors
- Assistance with seating chart and layout
- Unlimited phone calls and emails throughout engagement and leading up to wedding day
- Contact and confirm with all vendors on arrival, departure, and contracted services 1 month prior to wedding day
- Detailed timeline, production schedule, and layout provided to client and vendors 1 week prior to wedding day
- Soiree becomes your vendor liaison 2 months prior to wedding day
- Full coordination of rehearsal (up to 1 hour)
- Full wedding day coordination - standard event day services include: management of all set up and vendors.
- Design and Décor plan - oversee all set up by third party vendors, ensure all centerpieces, favors, place cards, and décor are properly placed according to plan. Soiree will greet and direct your guests, ensuring a smooth transaction between each stage of your event. We will cue and work directly with all of your vendors on the wedding day, and we become your personal assistants (you and bridal party) so you can enjoy your day to the fullest.
- Final payments and gratuities to vendors on wedding day
- 8.0 hours on the wedding day (more hours may be added)
- Set up + Take down and/or Event Styling Services may be added (discussed in detail at initial consultation)