



## Product and Decor Packages

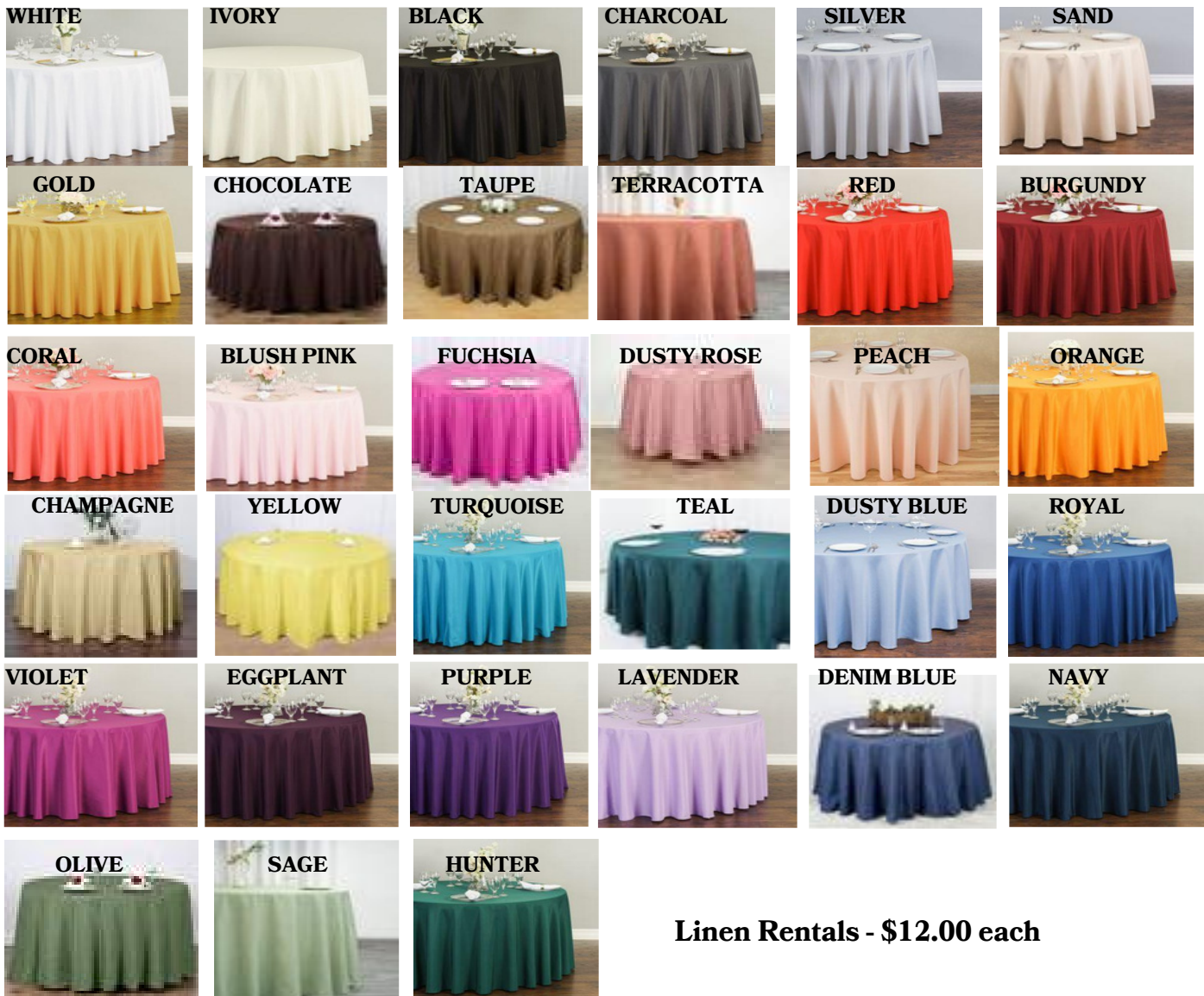
**TABLE LINENS / \$12.00 each**

*Assorted table linens with a large selection of colors available to choose from. Tablecloths will be placed and pressed on tables upon set-up arrival time.*

*~TABLE LINENS ARE INCLUDED IN A FULL DAY RENTAL~*

**LINEN NAPKINS / \$1.00 each**

*Assorted linen napkins with a large selection of colors available to choose from. Napkins will be placed on tables according to the desired fold upon set-up arrival time.*



**Linen Rentals - \$12.00 each**

**STOCKED FIRE-PIT / \$150.00 flat fee**

***520 will provide firewood, load your firepit, and light at the time requested. We will keep the fire pit loaded and lit throughout the event.***

**SMORES STATION / \$3.50 per person**

***A station located by the firepit that includes assorted marshmallows with 3-foot wooden skewers for toasting, an assortment of chocolates, and Graham Crackers to complete this tasty nostalgic treat. Firepit to be purchased separately.***

**WEDDING CEREMONY SET AND STAGED PACKAGE - \$375.00 flat fee**

***This package includes:***

- ***Full Ceremony Set up and Breakdown.***
- ***Ceremony White folding chairs.***
- ***Bridal Threshold Entrance florals, plants, and signage***  
***(ADD DOUBLE DOORS TO BRIDAL THRESHOLD FOR AN ADDITIONAL \$100.00)***
- ***Aisle chair décor or Signage (love is patient love is kind...)***
- ***First Rows Reserved signs***
- ***Bridal Walkway***
- ***Draped 4 post Pergola using fabric colors of choice with Florals and greenery***



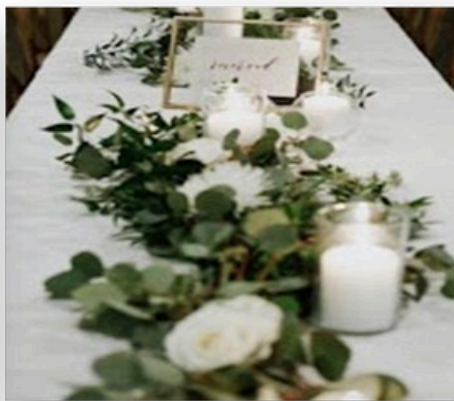
## à la carte Ceremony Rentals

### AISLE RUNNER / \$85.00

*A 50-foot bleached burlap Aisle runner for a Wedding ceremony. This will be placed upon arrival and broken down after the ceremony.*

### DRAPED PERGOLA / \$170.00

*The Pergola draped using fabrics in the colors of choice with added design request that may include greenery, garland, florals, lighting, tiebacks, etc.*



### SPECIALTY DECOR / Priced based on design chosen or created.

*520 can create custom Ceremony or Reception décor such as Centerpieces and themed event décor. Your design will be created according to your vision. From Backdrops to a Fairy Garden theme. The possibilities are endless.*

### SITTING PRETTY SWEETHEART TABLE / \$75.00

*A sweetheart table covered and draped to include themed decor, signage, and staging based on the client's event vision or style.*







## Labor and Staffing

### EVENT STAFFING/\$175.00perserver

**Based on 4 hours of servicetime/\$25.00eachadditionalhour**

***A staffed team member, certified in foodsafetymanagement,hiredtoworkyourevent. The Job will consist of tackling all foodserviceneedssuchasfilling,replenishing,and clearing dishes from tables. Our teamwillkeeptheeventspaceclean,emptytrash, accommodating guests, and willcompleteanyadditionaldutiesthatmay arise. Staff will break down by clearingalltables,cleaingthekitchen,packingupyour leftovers, and completing the requiredvenuedeparturechecklist.TheamountofStaffing needed is determined by520whichisbasedonyourheadcount.***

### CERTIFIED BARTENDER/\$175.00perbartender

**Based on 4 hours of servicetime/\$20.00eachadditionalhour**

***This service is Required if providingyourownalcohol.Ourbartenderwillsetupyour beverages and breakdown after theevent.This serviceholdsLiquorLiabilityInsurance***

### BAR BACK / 150.00

***If your headcount exceeds 100guestsabarbackmaybeneededtoassistthehired bartender. The barback will assistwithserviceandkeepthebarstockedwithIceandany additional needsassociated with thebar.***

### AFTER DINNERSTAFFING/\$150.00perserver

***Many caterers leave after dinnerserviceiscompleted.Whoisgoingtokeepthereception space tidy afterwards? An EventStaffedemployeeecancomeinafterthecaterershav packed up and left to finish uptheeveningbykeepingthetrashcansemtied,continue to clear tables, and completetherequiredvenuedeparturechecklisttakingthis responsibility off you. The amountofStaffingneededisdeterminedby520whichis based on yourhead count.***

### CEREMONY and REHEARSALCOORDINATIONstartingat\$300.00

***Need just a little help just before saying“Ido”WeddingCeremonyCoordinationmaybefor you. We will attend and direct the rehearsal,completeyourproccessionalandrecessional line up. Instruct incoming vendors onplacementandanswerquestions,placeceremony props, and we will be with you to Organizethehectictimeframebeforewalkingdownthe aisle.***

## **DAY OF WEDDING or EVENT COORDINATION Starting at \$800.00**

***Relax, we got this!! Day of event Coordination will take away so much stress. All issues go straight to your coordinator. Our coordinator will direct your rehearsal. The day of she will assist with Set up and Placement, communicate with all incoming Vendors and Staffing, Answer questions, give instructions, create Timelines, and organize the entire day. From walking down the aisle to your sendoff, have a personal assistant to take care of unforeseen issues and coordinate your day's events. Have a right-hand man that will see everything goes according to your specifications.***

**(Cost depends on set up and décor placement time, bridal party count and specific requests by the couple)**

# Event Coordination

## **WHAT DOES A COORDANATOR DO???**

- **Sets up a detailed schedule for your rehearsal, wedding, and reception.**

An order of events will make everything run smoothly and your guests will appreciate knowing what is going on – no drag time!

- **Organize the order of events for the ceremony.**

Your coordinator will then walk through the order of events during rehearsal.

- **In charge of the layout of the room.**

Your coordinator will be able to tell your vendors where everything will be placed. He/she will also be sure that linens, décor, flowers, etc. come in according to your schedule. Additional fees may apply according to event set up time

- **The DJ / Band / Entertainment**

The coordinator needs to be able to show them where they need to set-up and give them the schedule of the wedding, so they know when to expect/announce the time for events to happen. Works closely with the DJ on when to announce events according to the timeline and so on

- **The Guests**

The coordinator needs to be available about 30 minutes prior to the wedding to help guests if so needed, know where to place gifts, whether to wait to be seated or to seat themselves, whether to pick up a program (if available) or will they be passed out, Direct guests as needed to proper event location.

- **The Ceremony**

During this time, the coordinator is in charge. He/she is responsible for Organizing and directing the entrance for: The Family Members, The Groom & Officiant, The Groomsmen, The Bridesmaids, The Bride. The coordinator needs to work with the DJ concerning the music and what songs play at what times.

- **After the Ceremony / Before Dinner**

The coordinator should be checking to see that the guests know where they need to go while photos are being taking. He/she should also be checking with the caterer to be sure they have things under control. And appetizers and cocktails are available if so ordered. Delivers the bridal party beverages during photos.

- **Reception Details**

The coordinator makes sure that each event happens according to prearranged plans: First Dance, Dinner, Cake Cutting, Toasting, Last Dance, And so on..... The coordinator will cut your cake if needed.

- **Departure**

The coordinator should be sure that your departure vehicle arrives on time if this service is hired, Packs up your décor, sees that your gifts are loaded in the correct assigned car, tips out vendors, and organizes the send-off.