



# *It's Your Party!*



---

## *Events & Weddings*

---

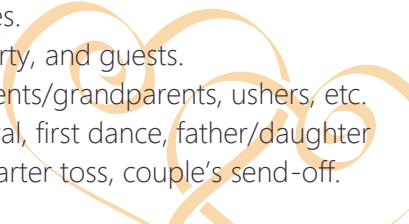
At It's Your Party! Events & Weddings, we care about making your wedding the best experience for everyone involved. We take pride in our quality service, competitive prices, and enthusiasm for organization and preparation for all of our weddings. We will be your eyes and ears throughout the wedding day so you can enjoy the day and savor the loving memories.

---

## *Wedding Services - Starting at \$750*

---

*These services are necessary for all weddings to ensure that we provide the best service possible.*

- One site meeting for ceremony & reception planning to discuss such details as: wedding party line-up, seating of the parents/grandparents, processional, recessional, reception set-up, guest seating, floor plan, etc.
  - Contact list developed with the vendors' information – cell number and email.
  - Communicate with the vendors to obtain their timeline for the day and any other pertinent information.
  - A comprehensive wedding day schedule will be developed for the ceremony and reception to coordinate the entire day. This includes the vendors' timelines.
  - Wedding day schedule will be emailed to vendors at least a week prior to the wedding day.
  - Attend the wedding rehearsal and provide necessary assistance.
  - Direct the ceremony rehearsal; wedding party line-up, seating of the parents/grandparents, processional, recessional, unity ceremonies, etc.
  - Distribute wedding day schedule to all involved with the wedding day
  - Review the ceremony details with officiant, musicians, sound techs prior to the rehearsal.
  - Manage vendors per your instructions.
  - Manage vendor set-up at the ceremony and reception sites.
  - Manage the timing of events with your family, wedding party, and guests.
  - Ceremony direction and coordination; wedding party, parents/grandparents, ushers, etc.
  - Reception direction and coordination: wedding party arrival, first dance, father/daughter dance, mother/son dance, cake cutting, toasts, bouquet/garter toss, couple's send-off.
  - Up to 8 hours of service on the wedding day.
- 

---

## *Additional Services*

---

- Unlimited contact through phone calls, texts, emails if any questions or concerns should arise.
- For out of area clients, provide planning through detailed planning forms, emails, phone calls, and texts.
- Provide professional vendor/venue referrals, if needed (Choice of at least 3 per service).
- Attend vendor meetings with the client.
- Set-up venue with the client's items, guest table décor, gift table items, favors, guest book, wedding signs, cake table, bar area, reception décor. (This includes any décor that the client has made, bought or rented. It does not include setting up tables & chairs.)
- Attend vendor meetings with the client and act as intermediaries, if needed.
- Additional site meetings for ceremony and reception planning to discuss such details as: wedding party line-up, seating of the parents/grandparents, processional, recessional, reception set-up, guest seating, floor plan, etc.
- Pack up client items: guest table décor, gift table items, favors, guest book set-up, gift table items, favors, wedding signs, reception décor (This includes any décor that the client has made, bought, or rented.)
- Additional 4 hours of service on the wedding day,

---

## *Important Information*

---

### Special Conditions

- *If the time goes over specified times, an extra fee of \$50 per hour will be charged.*
- *Our services begin after the retainer fee and the signing of the Professional Services Agreement has been received.*
- *Additional staff fee may be added depending on size of wedding, ceremony and reception at different locations, assisting with floral arrangements, etc.*
- *Additional fee added for time and travel if wedding venue is out of our area.*

### Payment Schedule

A twenty-five percent non-refundable retainer fee is due upon the signing of the Professional Services Agreement. The remaining seventy five percent balance is due on or before the wedding day.

We provide and adhere to our Professional Services Agreement, outlining event planning services, schedule of fees, and professional terms for all of our clients.

*It's Your Party!*

Events & Weddings  
Beck Eleazer – 864-378-0848  
info@itsyourpartysc.com

