

# ON-SITE WEDDING SERVICES

ALLEVIATE STRESS & ENJOY EACH GUEST

## HERE COMES THE BRIDE

STARTING @ \$475.00 PER HOUR

A typical ceremony can last anywhere from 10 minutes to 45 minutes. Each couple is unique and recites their vows their own way. This service includes making sure that each member of the bridal party knows everything from how to walk, where to stand, which camera to look at, etc. Most importantly, we make sure the bride is absolutely picture perfect for her glorious walk down the aisle.

## REHEARSAL SERVICES

STARTING @ \$450.00

Whether its nerves, excitement, or it's simply someone's first participation in a wedding, rehearsals can be absolutely key to a successful walk down the aisle. If you're having an outdoor wedding, it's important to know what the ground is like and how it feels to walk on a new surface in your shoes. Having a rehearsal is a great way to ensure that kinks are worked out before they have the chance to become a hindrance.

\*\*\*Fee does not include charges your venue impose for additional use\*\*\*

## VENUE SETUP

STARTING @ \$75.00 PER HOUR PER PERSON

Depending on the location that you choose, they may provide setup, teardown, and cleanup services. Should they simply provide the space and no labor services, Balaban's Event Design is pleased to provide professional staffing to set your room according to your specifications, tear it down, and ensure that items are returned to all vendors in an organized fashion.

\*\*\*Most vendors charge for lost or damaged items. Client assumes all responsibility for such items \*\*\*

## GUEST SEATING

STARTING @ \$795.00 PER PERSON

If you're having assigned seating, traffic control can be the key. From personally assisting each guest in finding their seating card, to escorting them to their table, it makes each guest feel truly welcome. We're also happy to make introductions for tables where guests may not know one another to ensure everyone has the best time possible! This package includes custom made seating cards for up to 100 guests.

## LEAD PLANNER

STARTING @ \$750.00 PER DAY

A Lead Planner knows your wedding inside and out. They've been brought up to date on every last detail and are hand-selected to deliver the on-site organization you need to ensure everything is absolutely perfect. Lead planners are well-versed in time management, event logistics, and are able to think on their toes no matter what situations arise during your wedding. They are the go-to person for you and your guests with any day-of requests.

## ASSISTANT PLANNER

STARTING @ \$425 PER DAY

An assistant planner is the support system beside the lead planner. If there is a cake emergency and someone has to run to a bake shop to pick up a replacement, the assistant planner can handle the errand while the lead coordinator stays on-site. The show must always go on! We recommend an assistant planner whenever one or more of the following conditions apply:

- Over 150 guests
- Location change from ceremony to reception
- Assigned seating
- A bridal party of 12 or more
- An outdoor venue

## BASIC ON-SITE COORDINATION

STARTING @ \$350 PER PLANNER

We will handle the coordination of all vendors, make sure each guest knows where to sit and most of all; we make sure your only purpose on the day of your wedding is to enjoy each guest and your beautiful surroundings. Travel, room and board must be handled in advance were applicable.

\*Basic coordination is for two (2) hours of service\*

\*Depending on the services you choose, discounts may apply to additional services you may elect to have.

\*If you have friends & family handling descriptions above and simply want a professional on-site to help guide them, we can do that too! Simply give us a call or send us an email and we would be delighted to recommend options that will help make your day breezy and stress-free.