

# DESTINATION SANTA BARBARA

[www.DestinationSantaBarbara.com](http://www.DestinationSantaBarbara.com) - Phone: (805) 689 5463

27 W. Anapamu Str. Suite 278 – Santa Barbara, CA 93101 (S.B.Bus. License#:049203)

The average wedding takes more than two hundred fifty hours to plan.

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**The following are highlights of our major tasks (after initial retainer)**

2 Coordinators and one assistant .

**Pre-Wedding and Pre-Rehearsal:**

First meeting(s) – Unlimited emails and phone calls.

Become acquainted with Bride/Groom/families general budget requirements. Style and colors choices.

Narrow down choice of venues (both for Ceremony and Reception)

Accompany Bride on visit and Secure venue(s) .

Negotiate contracts between property/Estate owners and the Bride/Groom and families.

Discuss “*Children’s clause*” and options (security – special menus, entertainment)

Provide floor plans.

Harmonize rentals w/Bride’s theme, style and colors.

Review Home Insurance paperwork. (for Private Estates) -

Guide in choice of Caterer - (or Reception Hall)

Organize site visits and tastings. – Suggest appropriate menus based on wedding party’s food preferences - Negotiate *Event Order* for the Reception if applicable.

Provide music choices (& samples). Negotiate music contract.

Create and finalize master time line for all major wedding events from start to finish: rehearsal, vendor’s timing, deliveries, Ceremony details, traveling time, Reception flow of events: Grand arrival, cake cutting, first dance, toasting, etc.

Send master timeline to all vendors: Re-do and re-send as many times as necessary (due to Bride and family’s possible changes, until everyone is in sync.)

Make sure any and all specially requested touches or family traditions are integrated throughout the pre-wedding process, vows and wedding day.

If needed, Monitor Vow composition with Officiant/Minister. Provide Procession/Recession work sheet.

Organize seating Charts for ceremony and reception.

Assist in securing accommodations for guests and for the Bridal couple.

Select transportation mode (s), itineraries (maps, contracts, etc.) and parking permits & requirements.

**Rehearsal:**

Set the date, time for the Rehearsal, and coordinate all participants including bridal party, family, Officiant and other eventual vendors. (Photographer).

Orchestrate processional, recessional in order listed and to music desired.

Go over job descriptions with each key player, what time they are expected to be there.

Assign bridal party the designated place and time of arrival.

Help choose rehearsal dinner location - Menu - Conditions for payment, alcohol, time allowed.

**Ceremony elements to be discussed and integrated into the budget:**

Site Fee - if needed

Officiant

Site prep

Chairs

Attendant(s)

Bride’s bouquet

Groom’s boutonniere

Bridesmaid bouquet

Corsage(s) or M of H bouquet

Ring bearer pillow

Flower Girl basket

Flowered Arch/Columns/other decorations

Aisle runner

Ground petals, if allowed

Ground decoration (heart or round shaped garland)

Flowers transport to Reception

Children supervision

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Music: Solo instrument, or duo, trio.

Amplified sound & wireless mikes

Canopy

Chair garlands

Ticky torches

Porta potties

Photo/Video

## **Wedding Day:**

**Is a** full day troubleshooting, handling last-minute details and keeping the event on schedule. Two coordinators.

## **CEREMONY**

**DSB** will be present two to three hours prior to start of ceremony to greet and direct vendors as they arrive.

Prep – rake, clean up ceremony site – Erect arch – decorate. Set up chairs.

Assist bride and bridal party as they get ready, assist in getting bridal party and families to eventual pre-wedding photographic sessions on time.

Make sure they are out of the way in time for the arrival of the first guests for the ceremony.

Watch time and monitor guest arrival to determine when to start ceremony.

Set bridal party, and eventual families queued up and ready for processional.

Final check on boutonnieres, corsages, flower arrangements, ring secured on on ring-bearer's pillow) or with best man.)

Cue music.

Start processional.

Monitor bride's flawless entrance (check dress, hair, make-up...)

After ceremony – assist in group shots (w/bride's maid to help identify people).

Clear guests out of ceremony area and direct over to reception site.

Help Bridesmaid and photographer complete final photographs of couple, bridal party and families.

## **RECEPTION**

Assign ushers, to place party favors, floral or other decorations, (programs, favors, table names/numbers, corresponding name tags, menus, photos, candles)

Ensure cocktails and hors d'oeuvres are ready to greet guests before their arrival.

Make sure any gifts that were (mistakenly) brought to the ceremony site are transferred to reception site gift table.

Transfer any flower arrangements from ceremony to reception site (if applicable).

Provide scotch tape and verify any loose cards are taped to their corresponding gifts at the gift table.

Keep watch of gift table (or assign attendant).

Time and orchestrate Grand Entrance of bridal party to reception (after their final post-ceremony photos).

Queue them up in correct order for their introduction.

Ensure toast, first dance, cake- cutting etc. are all orchestrated on time. Coordinate this with banquet staff.

Assist the bride and groom as necessary in getting their meal.

Make sure all vendors are fed.

Suggest tipping protocol.

Make sure all gifts have been picked up

Call Limo and assist the bride and groom as they exit the reception for their honeymoon.

## **After the Wedding Day**

Follow-up photography and or video deliveries.

**NOTE: DSB** and it's staff cannot be held liable for any incident(s) occurring during wedding day unless directly caused by **DSB**.