



HOUSE OF

BASH

weddings & events

2015 PICK <i>the knot</i> best of weddings	2016 PICK <i>the knot</i> best of weddings	2017 PICK <i>the knot</i> best of weddings	2018 PICK <i>the knot</i> best of weddings
2019 PICK <i>the knot</i> best of weddings	2020 PICK <i>the knot</i> best of weddings	2021 PICK <i>the knot</i> best of weddings	2022 PICK <i>the knot</i> best of weddings

the knot
BEST OF WEDDINGS
★
HALL OF FAME

WEDDINGWIRE COUPLES' CHOICE Awards ★★★★★ 2015	WEDDINGWIRE COUPLES' CHOICE Awards ★★★★★ 2016	WEDDINGWIRE COUPLES' CHOICE Awards ★★★★★ 2017	WEDDINGWIRE COUPLES' CHOICE Awards ★★★★★ 2018
WEDDINGWIRE COUPLES' CHOICE Awards ★★★★★ 2019	WEDDINGWIRE COUPLES' CHOICE Awards ★★★★★ 2020	WEDDINGWIRE COUPLES' CHOICE Awards ★★★★★ 2021	WEDDINGWIRE COUPLES' CHOICE Awards ★★★★★ 2022



Wedding Day Management

Day/Month Of Coordination

Day Of Coordination is right for you if you've enjoyed taking on most of the planning yourself (vendor selections, concepts and design) but would like someone working for you the weeks leading up to the big day to create your timeline, confirm your vendors and be there on the day of the wedding to take care of everything.

Every inquiry about our Day Of Coordination (DOC) services starts with a no-obligation chat session. We'll discuss your wedding details and day-of timing, and I'll tell you how I can make your wedding day completely stress-free.

DOC Packages

Too often, brides rely on one person to help carry out plans on the day of their wedding. By asking a friend or family member to take on this stressful task, that person will not be able to enjoy the event as a guest, and will end up feeling like "event staff".

In most cases, your "volunteers" have little experience in the role of event planner. They often end up feeling overwhelmed as they try to stay on top of everything that must be done to ensure that the day runs smoothly.

Our DOC packages give you the peace of mind you need. Once booked, you will feel a huge load slide off your shoulders. Our packages are more extensive than most planners because we want to make sure every detail is covered. In order to do this we gift our brides with the tools and expertise they need as they plan their big day, which allows for a flawless transition.

Between the **Something Blue Package**, the **Something Borrowed Package**, the **Something New Package** and the **Something Old Package**, every bride will find the help needed to assure a stress-free day.

**Please note that travel fees will apply for weddings beyond a 50-mile radius*

**Please Note: A day-of-coordinator does not re-negotiate any terms in contracts with vendors at this time, or at any other time prior to, during, or after your wedding day. All agreements should be finalized prior to the wedding.*

All DOC Packages include the following services:

Prior to Wedding Day – Within the 3 months leading to the Wedding Day

- Schedule walkthrough with key vendors
- Present timeline to couple
- Go over any arrangements the couple have previously made with vendors, and update timeline accordingly.
- Review all the vendor contracts signed and executed by the couple
- Confirm final details, including arrival and end times, as well strike time with vendors
- Make sure that all vendors have House Of BASH's contact information.
- Extremely detailed and organized process in preparation for wedding day so nothing is forgotten or overlooked
- Creation of a comprehensive, down to the minute, event timeline for the wedding day
- Send vendors a copy of the final timeline

Rehearsal Coordination

- Distribute wedding timelines to best man and maid-of honor
- Work with wedding officiant to choreograph wedding ceremony, processional and recessional
- Alert wedding party as to where they need to be the following day, and at what time
- Review seating with ushers/Bride and Groom
- Collect items for wedding day
- Available up to 1 hour

Pre-Ceremony - At Bride's and/or Groom's "getting dressed" locations:

- Facilitate on-time arrival of hair and make-up stylists and instruct them as to where to set up hair dryers, brushes and any other equipment they have with them
- Coordinate hair and make-up schedule with bridal party and stylists and ensure that hair and make-up is completed in a timely fashion
- Coordinate any food deliveries
- Make sure personal flowers i.e. bridal bouquet, bridesmaids' flowers and father of the bride's boutonniere arrive on time
- Blot personal flowers with paper towels and distribute to wedding party
- Make sure photographer arrives on time and has a "must shoot" list
- Gather bride, bridal party and immediate family for photos
- Ensure that transportation arrives on time and instruct wedding party as to when to depart for ceremony
- Assist bride with putting on her wedding gown
- Make sure bride and bridesmaids have everything they need at all times (water, food, etc.)
- Maintain House Of BASH Bridal Emergency Kit (just in case)
- Kit Includes such items as stain sticks, hairspray, safety pins, a sewing kit, scissors, Static Guard, deodorant, straws, Band-Aids, snacks, and many other things you may need on the wedding day
- Communicate with best man to make sure groom is getting dressed and on-time
- Check on groomsmen and groom and makes sure they are on time and that boutonnieres are pinned
- Make sure groom/groomsmen pack up their personal belongings and know where they need to be moved if necessary. Will call bellman and help move items and facilitate their transfer
- Make wedding party aware of any last minute details
- Communicate with transportation driver and maid-of-honor/best man while bridal party is on the way to the ceremony location
- Set asides groom's personal belongings to be moved to the honeymoon suite and will move them if necessary (or facilitate a bellman to transfer)
- Manage the timing of the event throughout the entire day from photographs, ceremony, reception, etc. so that all events flow smoothly, stay on schedule and are executed flawlessly
- Assistance with pre-ceremony and post-ceremony photography so that this time is used as efficiently as possible
- Help coordinate first look with photographer and aide in facilitating all further pictures before ceremony including managing any 'must shoot' photography moments with the photographer

Ceremony

- Set up programs and other ceremony items i.e. guest book, unity candles, Kiddush cups, wine or yarmulkes...
- Ensure that ushers/groomsmen arrive on time and are ready to pass out programs
- Ensure that personal flowers i.e. flower girl bouquet and groomsmen boutonnieres have arrived at ceremony location
- Alert ushers/groomsmen as to when to begin escorting guests to their seats and remind them as to how to be a "proper" usher
- Ensure that ceremony musicians have arrived and direct them as to where to set up
- Confirm the music that ceremony musicians will play during the ceremony, as well as start times for each piece of music. Determine what hand signals will be used to cue musicians
- Act as a liaison with the ceremony officiator and decide what cue will be used to signal the start of the ceremony
- Communicate with couple so that they know how much time remains before the start of the ceremony
- Handle any emergencies that may arise
- Line up the wedding party for their entrances down the aisle
- Cue ceremony musicians when bridal party is ready to begin processional
- Gather family and friends for after ceremony photos
- Direct guests to ceremony, cocktail hour, reception, etc. so that none of your guests are confused to as where they should be and when

Prior to Reception

- Greet vendors and instruct them as to where to set up i.e. wedding band, florist, and caterer
- Oversee all vendor commitments and set up to make sure they are fulfilled to your standards
- Arrange escort cards/place cards
- Make sure reception flowers/décor is set up according to flower order
- Ensure that tent and lighting are set up properly and troubleshoot as needed
- Meet with catering staff to confirm food timeline
- Set up guest book and pen, champagne flutes, cake cutting utensils
- Set up table numbers/names and menu cards
- Set up amenities baskets, hand towels, candles etc. in bathrooms
- Manage the timing of the event throughout the entire day from photographs, ceremony, reception, etc. so that all events flow smoothly, stay on schedule and are executed flawlessly
- Ensure all gifts and cards are moved to a safe location

Reception

- Ensure proper flow of cocktail hour food
- Look over dining tables and make sure they are set up properly
- Assist with moving guests from cocktail hour to reception area
- Help guests locate their escort cards and dining tables
- Assistance with lining up of the wedding party for the Grand Entrance
- Locate bride and groom and instruct them to stay to the side of main dining room until they receive cue for their introduction and first dance
- Cue band/DJ when the majority of guests have found their tables and bride and groom are ready to be introduced
- Cue band/DJ, photographer, and videographer when important events take place at reception i.e. first dance, cake cutting, toasts and parent dances
- Cue all speakers when they are about to be announced for toasts
- Alert catering staff to pour champagne just before the toasts
- Be aware of timing of catering service and make sure people are served promptly
- Distribute final payments/gratuities to vendors at the end of the evening (no negotiation in the terms of vendor contracts will be handled by House Of BASH at this time)
- Prevent & fix any problems that may arise during your event
- Remain accessible through the entire event in case there are any details you would like attended to
- Set up favor table towards the end of the evening
- Coordinate reception departure transportation
- Line up guests for send off, including handing out what the guests should have on hand for send-off
- Pack up gifts/cards, miscellaneous ceremony and reception items and have them ready to be taken to a family member's car at the end of the night

Something Blue Package - \$2400

In addition to the Day Of Coordination services previously listed, our Something Blue Package includes the following:

- Unlimited Consultation via phone and emails
 - Available to answer questions during planning process
 - Review of all contracts prior to signing
 - Vendor recommendations
- One venue walkthrough to finalize logistics
- Complimentary Online Wedding Organizer which includes
 - Calendar
 - Timeline
 - Planning Checklist
 - Wedding Website
 - Budget Management
 - Vendor Management
 - Guest List Management
 - Design Studio
 - Planning boards: Ceremony, Reception, Song list, Photography Schedule, Day of Items
- Assistance with wedding stationary:
 - Wording and/or Proof reading for save the dates and/or invitations
 - Guest List Management {Tracking of RSVPs}
- Assistance with floral and decor design:
 - Venue site visit {If needed}
 - Development of floor plan
 - Development of color scheme
 - Development of Design Board
 - In-depth creative session with Floral and Decor designer
 - Design and creation of every aspect of decor and floral needs
 - Creating of vision board
- Coverage: 2 Experienced House Of BASH Lead Coordinators Available **up to 11 hours** on your wedding day.

Something Borrowed Package - \$2200

In addition to the Day Of Coordination services previously listed, our Something Borrowed Package includes the following:

- Unlimited phone and emails
- One venue walkthrough to finalize logistics
- Complimentary Online Wedding Organizer which includes
 - Calendar
 - Timeline
 - Vendor Management
 - Guest List Management
 - Design Studio
 - Planning boards: Ceremony, Reception, Song list, Photography Schedule, Day of Items
- Assistance with floral and decor design:
 - Venue site visit {If needed}
 - Development of floor plan
 - Development of color scheme
 - Development of design board
 - In-depth creative session with Floral and Decor designer
 - Design and creation of every aspect of decor and floral needs
 - Creation of vision board
- Coverage: 2 Experienced House Of BASH Lead Coordinators Available **up to 11 hours** on your wedding day.

Something New Package - \$2000

In addition to the Day Of Coordination services previously listed, our Something New Package includes the following:

- Unlimited phone and emails
- One venue walkthroughs to finalize logistics
- Complimentary Online Wedding Organizer which includes
 - Calendar
 - Timeline
 - Vendor Management
 - Planning boards: Ceremony, Reception, Song list, Photography Schedule, Day of Items
- Coverage: 2 Experienced House Of BASH Lead Coordinators Available **up to 11 hours** on your wedding day

Something Old Package - \$1800

In addition to the Day Of Coordination services previously listed, our Something Old Package includes the following:

- Unlimited phone and emails
- One venue walkthrough to finalize logistics
- Complimentary Online Wedding Organizer which includes
 - Calendar
 - Timeline
 - Vendor Management
 - Planning boards: Ceremony, Reception, Song list, Photography Schedule, Day of Items
- Coverage: 2 Experienced House Of BASH Lead Coordinators Available **up to 9 hours** on your wedding day