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2005

# JETER MOUNTAIN

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## FARM

### WEDDING COORDINATING SERVICES

#### Included Services:

As a part of choosing Jeter Mountain Farm as the destination for your wedding, you will receive a base level of wedding coordinating services from our professional event staff at no extra cost to you. These services include:

- Set-up & tear-down of tables and chairs at both the ceremony site & reception
- Trash services & parking lot attendant during your event
- Availability to address needs or issues during the wedding day

#### “Behind The Scenes” Coordination Package [\$600]:

The plans are made, decorations are set (or at least will be soon!), and now your thoughts are drifting towards pre-wedding fun with friends and family, and getting to marry the love of your life. The last thing you want to worry about the week before your wedding are calling vendors and making sure everyone you have hired are in place and doing their part while you are trying to soak in every moment of your day! Let us take care of the final details with your vendors, and most importantly, let us assist them when they arrive while you and your wedding party focus on getting ready the day of your wedding! When it's time to walk down the aisle, everything will be in its place, and the plan you have dreamt about your whole life will effortlessly be set into motion.

“Behind The Scenes” Coordinating services include:

- Consultation (either in person or via phone) discussing:
  - Event details & layout
  - Your vendor information and contacts
- Set-up & tear-down of tables and chairs at both the ceremony site & reception
- Final confirmation call to vendors the week of the wedding
- Direction & assistance for vendors the day of the wedding
- Trash services & parking lot attendant during your event
- Wedding coordinator present during pre-wedding set up. Availability to address needs or issues throughout the duration of the day.

## **“Worry Free Wedding” Coordination Package [\$1200]:**

This is our most highly recommended package because we think the only thing you should have to think about the day of your wedding is YOU. This package enables us to guarantee your wedding day at Jeter Mountain Farm is flawless. Our management goes beyond simply walking down the aisle at the right time, but rather pays attention to all of the day's details, such as making sure your guests transition to the reception when you want them to, seeing that announcements are made at the right time, keeping your vendors on cue with your day-of timeline, and much more. Additionally, we offer our wedding expertise to help fill in any gaps in your planning! With day-of timeline assistance, once you make your dreams known to us, you can rest assured that they will all come true the day you say “I do.”

“Worry Free Wedding” Coordinating services include:

- Consultation (either in person or via phone) discussing:
  - Event details & layout
  - Wedding day design guidance
  - Your vendor information and contacts
- Personal vendor referral according to remaining planning needs
- Set-up & tear-down of tables and chairs at both the ceremony site & reception
- Relay final head count to vendors
- Contact and confirm all hired vendors & distribute wedding agendas to each vendor
- Provide & distribute day-of-timeline for wedding party/ family/ vendors
- Implement Day-of-Timeline & oversee everyone's roles
- Direction & assistance for vendors the day of the wedding
- Rehearsal coordination (if Saturday wedding)
- Coordination for Wedding rehearsal, ceremony & reception
- Handling of all personal items for ceremony & reception (Guest book, communion, favors, etc...)
- Procession and recession coordination during ceremony
- Grand entrance/ departure coordination
- Guest coordination and assistance during ceremony & reception
- Trash services & parking lot attendant during your event
- Wedding coordinator present during the entirety of your wedding day
- Distribution of final payment & gratuities to vendors (paid by client)

*If you don't see a package that fits the needs of your big day, please let us know what you are looking for, and we will be happy to put together a custom quote!*

*A \$100 deposit & signed contract is due at the time of booking coordination services for your event.*