



Services and Prices 2019

The Relaxed Bride Package

Leave all of the details to us on your wedding day with full day-of wedding coordination. Our most popular package provides you with:

Valuable wedding planning tools. After you have reserved your wedding date we will send you an email that shares some great planning information:

- ◆ Our preferred vendor list. A list of the best wedding vendors we've worked with in the New Braunfels, TX area, and why we chose them.
- ◆ A step-by-step guide to creating your wedding timeline.
- ◆ A fillable PDF Vendor List to help you keep track of all of your wedding vendors.

One (1) pre-wedding meeting. During this meeting we will:

- ◆ Review and finish your timeline (or start one if you aren't sure how to get started.) This includes what time vendors arrive, what time the wedding party arrives, ceremony and reception start times, and start times for all of the evening's activities.
- ◆ Review your vendor list. We'll provide a fillable form for you to keep track of all your vendors during planning, and then bring it to the meeting so that we can take over for you on wedding day!
- ◆ Review or create your ceremony order. We'll make a list of everyone in your wedding party and decide when and in what order you would like them to process and recess.
- ◆ Review your wedding and reception décor list and go over setup instructions. Please provide a detailed list of your décor items so that we can be sure everything is set up and that all items are returned to you.
- ◆ Review of our Wedding Planning Checklist. This list is many years in the making and will cover all the little details we don't want to forget about; things like labeling boutonnieres so that we can pin them on the correct person, to making sure there's a bucket for sparklers at the end of the night.

(Date to be agreed upon by both parties. This meeting usually takes place in my clients' or their parents' homes, but another quiet location may be used.)

Complimentary venue walk-through. (Available within 30 minutes of New Braunfels.)

- ◆ If you desire a walk-through of your venue to discuss setup options please send us an email no later than 2 months before your wedding date to schedule.

Week-of vendor contact.

- ◆ While you are still the main decision maker for the wedding up to the wedding rehearsal, we will be in contact with the vendors the week of your wedding to let them know that we will be on site wedding day, to give them the final copy of the timeline, and to please ask them not to contact you after 5:00p.m. the day before your wedding. They will be asked to contact HWF any time after this point for assistance so that you can spend uninterrupted time with your family and friends and enjoy the day!

Wedding Rehearsal. (1-hour maximum.)

- ◆ We will be present at your wedding rehearsal and will provide support in whatever manner you need. If you have a priest, pastor, or church coordinator who is in charge of the rehearsal then we are there to help line your wedding party and provide support. If there is no one to run your rehearsal we are more than happy to run you and your wedding party through the processional, ceremony highlights, and recessional.

Setup of the ceremony and reception site with your prepared décor.

- ◆ Décor to include linens, table settings, centerpieces, candles, wedding signs, photographs, place décor and flowers, and any other decorative items provided by the Bride and Groom.
- ◆ Note: All décor should be ready for setup – we do not arrange flowers, garlands, or wield hot glue guns on wedding day unless there is a flower or centerpiece emergency.
- ◆ *Hamilton Wedding Finishing is not responsible for the hanging of any decorations requiring a ladder or step stool. A professional hanging decor company should be used to attach any hanging objects or decorations.

Personal Assistance during the ceremony and reception.

We will help to ensure the day runs smoothly by:

- ◆ Coordinating the day’s activities with all vendors, receiving vendors as they arrive, and working with vendors to be sure all expectations are met.
- ◆ Coordination of your ceremony processional and recessional and making sure everyone gets down the aisle on time.
- ◆ Guiding and assisting guests throughout the day/evening. Being helpful and providing excellent customer service to everyone at the wedding is one of our top priorities.
- ◆ Coordinating reception flow and timing. (This includes releasing tables for dinner, coordinating events with the DJ, assisting with cake cutting, organizing your send-off, and more!)
- ◆ Includes 1 coordinator for less than 50 guests, 2 coordinators for 50-200 guests, 3 for 200+.

Post-wedding packing and cleanup services.

- ◆ We will pack all of your décor, floral arrangements, and leftover food into a pre-designated vehicle, and we insure the venue is left in perfect condition.

(Maximum of 14 hours day-of coverage, extra charge for travel beyond 30 minutes of New Braunfels city limits. Taxes included.)

Pricing by guest count-

50 or less	50-100	100-150	150-200	200-250	250-300	300+
\$800	\$1000	\$1200	\$1500	\$2000	\$2600	\$4000

A La Carte

Extra services such as rentals pick up and drop off are available upon request and individually priced.

DISCLAIMERS: *Hamilton Wedding Finishing will not perform any duties deemed unsafe, illegal, or against the policies of the venue.