



Napa Wedding Source
Package Planning Services / detail
Exclusively for Intimate Weddings

Present options for:

- Bride & groom accommodations*
- Guest accommodations*
- Catering*
- Photographers*
- Officiants*
- Ceremony musicians*
- Bands and DJs*
- Sound systems*
- Florals*
- Bridal hair/makeup*
- Wedding day transportation*
- Group wine tours & picnics*
- Rehearsal dinner sites*
- Rentals (tables, chairs, dishes, linens, lighting, dance floor, etc.)*
- Special servers (wine/bar, waiters, hosts, etc.)*
- Children's services (babysitters, entertainment)*
- Tourist activities for bride & groom and guests*

Secure all vendors selected for the event
Take care of venue and vendor contracts

Create schematics for ceremony setup, reception setup, tabletop layout, etc.
Create itinerary, vendor timelines
Create vendor worksheets (event details, directions, timeline, special requests, attire, etc.)

Assist with the following:

- Invitation layout and wording*
- Wedding program order and wording*
- Music selections for ceremony and reception*
- Menus wording for rehearsal dinner and wedding dinner*
- Beverages: alcoholic, non-alcoholic, coffee/espresso services, etc.*
- Selection of personal florals*
- Ceremony layout and design*
- Reception layout and design / tabletop design*

Create client summary sheets for music, florals, ceremony details, reception details, rentals, etc.
Provide client with list of all vendors and their direct contact information

Assess rental and furniture needs between catering, venue and other vendors

Order all rentals / schedule deliveries and pickups

Order all goods / coordinate and track deposits and balances due

Schedule all deliveries for the wedding day (cake, florals, etc.)

Coordinate all set-up and installations (florals, lighting, flooring, tents)

Assess technical issues related to music, sound system, lighting, etc.

Coordinate services needed to address technical issues

Attend vendor meetings on behalf of the bride and groom

Ship items for bride, groom and family as needed after the event



On-the-Day Coordinator / detail

Oversee delivery on florals, wedding cake, lighting, heaters, rentals, food, beverages and decorative elements for ceremony, reception and tabletop

Pick up vendor meals / pack in coolers / deliver beverages and food items to site

Shop for all last minute items: ice, beverages, food items, casual florals, etc.

Check in (by phone and/or email) with all vendors one week prior, day prior and on-the-day
Review timelines, load-in, address any logistical concerns, review placement at site, etc.

Pack / deliver all goods sent by client

(placecards, favors, gifts, wine, cake utensils, champagne flutes, décor items, guest book, etc.)

You are welcome to have items delivered to NWS in advance of your event

Pick up any will-call rentals (tabletop items, linens, etc.)

Must be a local rental vendor within 30 minutes of your venue / call for recommendations

Provide a wedding emergency kit

First aid, lighters, feminine hygiene, sewing kit, scissors, flashlights, umbrellas, dress steamer, car battery starter, air pump, ribbons, votives, cake serving utensils, hair spray, bug spray, basic medicines (ibuprofen, antacids, antihistamines, etc.) and more

Provide cleanup kit

Boxes, bags, plastic containers, etc. for consolidating keepsakes, leftovers, gifts, personal items, at the end of event

Trouble shoot with vendors as needed throughout the wedding day

Provide assistance by phone or in person for guests and bride & groom

Assist anyone who gets lost or is running behind schedule

Oversee set-up and décor installation at the ceremony site

Oversee dismantling of set-up and décor at the ceremony site

Oversee set-up and décor installation at the reception site

Oversee dismantling of set-up and décor at the reception site

Oversee setup of special tables

Welcome table (guest book, momentos, etc.), gift table, hospitality table (waters, light snacks, fans, etc.), cake table, head table

Set up all chairs and greeting/beverage service tables for ceremony

Set up all tables, chairs / lay out table settings for the reception (including catering tables)

Requires 1 assistant for events of 50 and under and 2 assistants for events over 50

Receive all beverage supplies (ice, waters, sodas, tea, etc.) / *delivery required for events of over 25*

Set up beverage stations (client must rent large coolers), if beverage service not provided by caterer

Do pre-event clean-up, tidying at sites as needed / wipe down chairs, sweep debris, etc.

We provide cleaning supplies, brooms, ladder, garbage bins and bags, etc.

Freshen up bathrooms, make sure they are properly supplied throughout the day

We provide emergency bathroom supplies: toilet paper, hand towels, soap, feminine hygiene, etc.

Greet guests / assist people with finding bathroom facilities, seating, etc. as needed

Direct the wedding ceremony

Cue musicians, minister, VIPs, bridal party, etc.

Receive guests post-ceremony / serve wine and any food platters / clean up

Set out placecards/seating chart and easel at reception site

Set up table markers

Assist people with dinner seating

Prompt waitstaff as needed

Be attentive to guest needs throughout the evening

Manage timeline, direct vendors and guests at both ceremony and reception

Assist with announcements, presentation of guests doing toasts, special dances as needed

Act as a liaison between couple and family and the vendors during the event

Assist guests as needed at the end of the event / find personal items / call for shuttle, etc.

Anticipate and divert problems

Promptly secure help for any emergencies / have all emergency numbers on hand

Secure proper transportation for guests with drinking/driving issues

Oversee cleanup and departure of all vendors

Make sure property is in order at the end of the event so there are no additional fees

Prep rentals for pickup: linens, dishes, stemware, tables, chairs (2-3 hours post event)

Pack up any special items for the family and bridal party (momentos, gifts, etc.)

Requires 1 assistant for events of 50 and under and 2 assistants for events over 50

Follow-up on rental pickup (be there to oversee if required / *additional fee*)

See to proper disposal of all food and beverage waste / *may require off-site disposal*

See to proper disposal of all recyclables

See that all installed decorative items are uninstalled and either properly disposed of or returned

We oversee the event from start to finish / anticipated hours: 12 - 15 on the wedding day

Our goals...

Ensure that your event runs smoothly from start to finish

See that you have the best event professionals and venues

Make your decision-making process simple and stress-free

Provide you with great information on accommodations, dining and tourist activities

Assist you in finding appropriate decorative elements, regional gifts and favors

See that all elements for your ceremony and reception are expertly installed

Stay on top of vendor schedules and setup throughout the wedding day

See that any problems are imperceptible to you and your guests

Ensure that food and beverage service is properly timed and delicious

See that all cleanup is done properly to prevent additional cost

See that all rentals are properly detailed and inventoried to prevent additional cost

Your responsibilities...

Provide all printed materials: menus, programs, placecards, etc.

Order, address and mail invitations, as well as tracking responses

Be responsible for all personal attire issues (dresses, formalwear, etc)

Provide a list of emergency phone numbers (you, family & friends)

Provide a list of your bridal party, ushers and VIP guests for special seating

Provide ceremony seating chart (first rows), if needed

Provide dinner seating chart, table markers, placecards and/or table chart & easel

For outdoor receptions, placecards must be secured with weighted ribbons (client provided)

Provide a list of special requests: dinner blessing, toasts, special dances, cake cutting, etc.

Provide instructions for disposition of all items at end of evening



Pricing for package planning services / Christina Andrews

All weddings / April through October: \$1450 and up

Off season weddings / Nov. through March: \$1250 and up

Pricing for on-the-day coordination / Christina Andrews

Saturday weddings / April through October: \$750 (add \$250 for 2 venues)

Friday & Sunday weddings / April through October: \$650

All other weddings: call for pricing

Pricing for on-the-day coordination / Julie Robertson or Amanda Jackson

Saturday weddings / April through October: \$500 (add \$150 for 2 venues)

Friday & Sunday weddings / April through October: \$450

All other weddings: call for pricing

Pricing for serving assistants

All weddings: \$175 / 6 hour shift

Pricing for head waiter / wine server

All weddings: \$325 / 6 hour shift

*Clients must pay for any shipping costs needed for items left at the site
Post-wedding day site inspections and oversight on rental pickups are additional
Parking fees are additional*

References available upon request

Thank you for considering our services!

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