



SHALE HILL EVENTS



Photo: Dori Fitzpatrick Photography

WEDDING PLANNING

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WEDDING PLANNING

STARTING AT \$5,500

Includes:

- Up to 20 hours of consulting PLUS up to 16 hours of wedding services,
 - 4 hours the day before the wedding and 12 hours on the wedding day
- Weekly phone check in and email communication.
- Coordinator & Assistant (Wedding Day Only)
- One Consultation/Walk-Through at Venue

Start of Process:

- Strategy meeting to gather vision details and get started on the right path, establish wedding budget
- Utilize Google Drive and collaborative tools to keep everyone on the same page



Over the Course of Planning:

- Help to create the vision and vibe for the wedding including tablescapes, table settings, ceremony decor, welcome stations, etc.
- Provide vendor list for client
- Preparation of layout options
- Negotiating contracts and pricing with all vendors
- Hotel options, booking and blocking
- Transportation arrangements for all guests, bridal party, and families
- Preparation of detailed timeline including vendor arrivals, shuttle schedules, bridal party and key family members, ceremony order and music, photography schedule, toasts/speeches, announcements, special dances, dinner service and clearance, vendor meal breaks, all transitions, and end of evening details
- Collaboration with catering, band/DJ and photographers to ensure their breaks and services coincide with the master timeline
- Review rentals list to ensure nothing is missing
- Provide guidance to help decision making easier for couple
- Creating rain plan





Week and Day Before

- Oversee load in of rentals/tenting (Note: Caterer must check in their rentals)
- Oversee load in of personal décor items, favors, ceremony elements
- Organize and conduct ceremony rehearsal and note reserved seating
- Answer any remaining questions
- Make any final revisions to timeline, layouts, etc., print and distribute day-of documents

Wedding Day

- Conduct strategy meeting with assistants and review paperwork with venue management and staff
- Ensure set up of tables and chairs are accurate with layouts, linens are placed and evenly draped in time for florist load in
- Assist with setting up escort cards, gift table, agreed upon décor items, and light table candles

Wedding Day (continued)

- Ensure all folded napkins and table settings are correct and chair backs are straight
- Make sure ceremony chairs are reserved and ceremony items are in position
- Check in regularly on bridal party and assist with any needs
- Meet with all vendors to review timeline and paperwork
- Oversee First Look, portrait, wedding party and family photos
- Ensure all bouquet stems are dried before photos/transitioning bridal party, assist with pinning of boutonnieres
- Oversee ceremony (just like we rehearsed), and all music transitions
- Bustle Bride's gown when needed
- Orchestrate wedding party entrance/announcement/first dance
- Cue band/DJ for special announcements, speeches and special dances.
- Maintain the timeline

End of Evening

- Gather couple's personal items and decor elements to make load out easier.
- Coordinate arrangements for valuables/gifts. Secure any lost or left valuable items
- If desired, distribute any final payment/gratuities envelopes to vendors



Don
Fitzpatrick
PHOTOGRAPHY

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SERVICE FEES & TAXES

- An 8% New York state tax is added at the time of final payment.
- A gratuity is not required, however, if you feel your service exceeded your expectations you are welcome to provide a gratuity.
- Travel fees may apply

DEPOSITS & PAYMENTS

- Shale Hill Clients receive a discount if you book one of our venues, or catering for your event.
- 50% Deposit is required to hold your date. All deposits are non refundable.
- Final Payment is due 30 days prior to your event.
- In the event that you cancel your event you will not have to pay the final wedding planning payment.

PAYMENT POLICY

As a convenience, we will accept credit cards, cash or check.
Credit cards- 4% fee. Wire \$30 fee

PHOTOGRAPHY

The Client must pre-approve the right for use to publish photographs of the Client or in which the Client may be included, for editorial, trade, advertising or any other purpose and in any manner and medium.





*Dora
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PHOTOGRAPHY



CONTACT US

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