

## Soirée Extensive Services



Soirée's Harmonious Package is for those clients that simply do not have the time needed to dedicate to planning a wedding. Soirée will handle all of the details from music to menus.

The package includes:

- Consultation with Bride and Groom
- Unlimited E-mail and phone communication
- Vendor Organization and Management
  - ❖ Catering Manager/Banquet Manager\*
  - ❖ Florist\*
  - ❖ Wedding Cake Designer\*
  - ❖ Photographer
  - ❖ Videographer
  - ❖ Hotel Room Block Negotiation
  - ❖ Ceremony Music
  - ❖ Reception Music
  - ❖ Linen Rentals
  - ❖ Rentals
  - ❖ A/V Rentals
  - ❖ Officiant
  - ❖ Spa/Hair/Make-Up Coordination
  - ❖ Valet/Shuttles
- Vendor recommendations
- Attend meetings with vendors
- Discuss design elements\* with vendors
- Soirée will act as a liaison between vendors and clients
- Soirée will keep track of contracts, and remind the client of deposit due dates
- Soirée will provide vendors with the ceremony and reception timeline, and verify all vendors have directions to the venue(s), as well as the times they are expected to arrive

## *Harmonious Package Continued*

- Personalized Wedding Website\*\*
  - A wedding website is a fantastic way to inform your guests of the following:
    - ❖ Information on Santa Fe, restaurants and activities
    - ❖ Hotel Blocks
    - ❖ Registry Information
    - ❖ Guest Book for Guests to 'blog' about the wedding
    - ❖ Agenda
    - ❖ e-RSVP

\*\*Website using Soirée's basic format. Additional pages requested by client an additional charge.

- Menu Development and Wine Pairing
- Soirée will assist in designing the ceremony, including processional and recessional order, as well as determining music and vocal cues
- Reception Layout and Diagram Design
- Walk-through of Wedding Site with Caterer and/or Clients
- Direct Ceremony Rehearsal (up to 1 1/2 hours)
- Wedding Day Coordination (up to 12 hours)
  - Greet and direct vendors as they arrive
  - Distribute final payments/gratuities to vendors
  - Provide an assistant (up to 8 hours)
  - Oversee ceremony and reception set-up
  - Final placement of décor/accessories, i.e. candles, favors, place cards etc.
  - Gather family and wedding party for photos and distribution of personal flowers
  - Direct ceremony
  - Coordinate first dance, cake cutting, garter/bouquet toss
  - Follow the timeline
  - Collect gifts and personals upon the conclusion of celebration
  - Maintain a stress free day