



Soirée Individualized Services

Have you planned most of the wedding, however, need someone experienced and knowledgeable to put all the pieces together; or you may need to add services to the extensive packages.

Soirée's *Individualized* Services enable you to select the services that are right for you.

Day of Wedding Coordination

Please see Day of Wedding Coordination sheet for details)

Vendor Organization and Management

The prices include:

- 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

Officiant

Florist*

Wedding Cake Designer*

Photographer

Videographer

Ceremony Music

Reception Music (live)

Valet

Shuttle Service

Linen Rentals

Rentals

Extensive Services Continued

A/V Rentals

Lighting/Décor

Spa/Hair/Make-Up

Ceremony/Reception Venue Location Assistance

Arrange site appointments with venue and drive clients to see each venue (Up to 6 hours)

Hotel Room Block Negotiation

Menu Development and Wine Pairing Assistance

Invitation Ordering and Design Assistance

RSVP Tally

Program Design

Gift Basket Assembly and Delivery

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 are an additional charge.

Errands

(Billed for first hour, then in 30 minute durations)