

DESTINATION SANTA BARBARA

www.DestinationSantaBarbara.com - Phone: (805) 689 5463

27 W. Anapamu Str. Suite 278 – Santa Barbara, CA 93101 (S.B.Bus. License#:049203)

The following are highlights of our major tasks (after initial retainer)

For over 100 guests: 2 Coordinators and one assistant are needed.

Pre-Rehearsal and pre-Wedding:

Become acquainted with Bride/Groom/families general budget requirements and considerations.

Narrow choice of venues (both for Ceremony and Reception)

Negotiate contracts between property/Estate owners and the Bride/Groom and families.

Discuss “*Children’s clause*” and options.

Review Home Insurance paperwork. (for Private Estates) -

Guide in choice of Caterer - (or Reception Hall)

Organize site visits and tastings. – Suggest appropriate menus based on wedding party’s food preferences - Negotiate *Event Order* for the Reception

Provide music choices (& samples). Negotiate music contract.

Create and finalize master time line for all major wedding events from start to finish: rehearsal, vendor’s timing, Ceremony details, traveling time, Reception flow of events: Grand arrival, cake cutting, first dance, toasting, etc.

Send master timeline to all vendors: Re-do and re-send as many times as necessary (due to Bride and family’s possible changes, until everyone is in sync.)

Make sure any and all specially requested touches or family traditions are integrated throughout the pre-wedding process, vows and wedding day.

If needed, Monitor Vow composition with Officiant/Minister. Provide Procession/Recession work sheet.

Organize seating Charts for ceremony and reception.

Assist in securing accommodations for guests and for the Bridal couple.

Select transportation mode (s), itineraries (maps, contracts, etc.) and parking permits & requirements.

Rehearsal:

Set the date, time for the Rehearsal, and coordinate all participants including bridal party, family, Officiant and other eventual vendors. (Photographer).

Orchestrate processional, recessional in order listed and to music desired.

Go over job descriptions with each key player, what time they are expected to be there.

Assign bridal party the designated place and time of arrival.

Help choose rehearsal dinner location - Menu - Conditions for payment, alcohol, time allowed.

Ceremony elements to be discussed and integrated into the budget:

Site Fee - if needed	Aisle runner
Officiant	Ground petals, or
Site prep	Ground decoration (heart or round shaped)
Chairs	Flowers transport to Reception
Attendant(s)	Children supervision
Bride's bouquet	Dove release
Groom's boutonniere	Music / Solo instrument , duo, trio.
Bridesmaid bouquet	Amplified sound & wireless mikes
Corsage(s) or M of H bouquet	Canopy
Ring bearer pillow	Chair garlands
Flower Girl basket	Porta potties
Flowered Arch/Columns/other decorations	Photo/Video

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Wedding Day:

CEREMONY

DSB will be present a couple of hours prior to start of ceremony to greet and direct vendors as they arrive.

Be ready with "survival kit" including a mini-sewing kit, double-back tape, mints, Kleenex, etc. to assist with last minute emergencies.

Assist bride and bridal party as they get ready, assist in getting bridal party and families to any pre-wedding photographic sessions on time.

Make sure they are out of the way in time for the arrival of the first guests for the ceremony.

Watch time and monitor guest arrival to determine when to start ceremony.

Set bridal party, and eventual families queued up and ready for processional.

Final check on boutonnieres, corsages, flower arrangements, ring on ring-bearer's pillow)or with best man.)

Cue music.

Start processional.

Monitor bride's flawless entrance (check dress, hair, make-up...)

Clear guests out of ceremony area and direct over to reception site.

Help Bridesmaid and photographer complete final photographs of couple, bridal party and families.

RECEPTION

Assign ushers, guest book attendant, who will place party favors, floral or other decorations.etc...

Follow *Event Order*.

Ensure cocktails and hors d'oeuvres are ready to greet guests before their arrival.

Make sure any gifts that were (mistakenly) brought to the ceremony site are transferred to reception site gift table.

Transfer any flower arrangements from ceremony to reception site (if applicable).

Provide scotch tape and verify any loose cards are taped to their corresponding gifts at the gift table. Keep watch of gift table (or assign attendant).

Time and orchestrate Grand Entrance of bridal party to reception (after their final post-ceremony photos).

Queue them up in correct order for their introduction.

Ensure toast, first dance, cake- cutting etc. are all orchestrated on time. Coordinate this with banquet staff.

Assist the bride and groom as necessary in getting their meal.

Make sure all vendors are fed.

Suggest tipping protocol.

Make sure all gifts have been picked up

Call Limo and assist the bride and groom as they exit the reception for their honeymoon.

After the Wedding Day

Follow-up photography and or video deliveries.

NOTE: DSB and it's staff cannot be held liable for any incident(s) occurring during wedding day unless directly caused by **DSB**.