



Twelve19 Events Services

Twelve19 Events is a one-stop resource for a unique, beautifully designed, and expertly executed wedding or event. Based in Southwest Virginia, we pride ourselves on crafting exceptional events that are not easily forgotten.

Our design-savvy and passionate skills excel at interpreting your vision and ideas, seamlessly bringing them to life. From logistics to decor and making sure everyone is on the same track, we will take care of every detail. Go ahead and enjoy with zero stress- we got it covered.

Below are the services we offer:

Day of Coordination Services - For those couples who planned their wedding by themselves, but want to sit back, relax, and not worry about a THING on their special day!

- **Gold Day of Coordination Service (Pricing Starts at \$1,000)**
 - Two phone calls or zoom meetings before your big day for the day of timeline and to go over your decor vision (Starting 90 days out from your wedding day)

- Keep everyone on the same track throughout the duration of the ceremony and reception
- Coordinate with all vendors on the day-of
- Coordinate to ensure the wedding day runs smoothly according to the timeline (Line up wedding party for ceremony, send them down the aisle at the correct time and in the correct order, cue the DJ/band for the correct songs, prompt DJ/band to make certain announcements, make sure grand entrance/special dances/speeches begin on time, etc.)
- Ensure the couple has a photo checklist for the photographer (Makes the pre-ceremony and post-ceremony photos run smoothly and in a timely manner)
- Organize the send-off
- Assist directing guests to the ceremony and reception location
- Take care of any problems that may occur
- Be your point of contact on your wedding day
- Make sure all vendors arrive on time
- Make sure all guests are seated in a timely manner to begin the ceremony on time
- Conduct a thirty-minute rehearsal
- Bridal emergency kit (Tylenol, bobby pins, safety pins, band-aids, etc.)
- 8-hour coordination
- One planner and one assistant
 - If guest count exceeds 150, one additional assistant is REQUIRED (fee= \$250)
- Platinum Day of Coordination Service (Pricing starts at \$1,600)
 - Two phone calls or zoom meetings before your big day for the day of timeline and to go over your decor vision (Starting 90 days out from your wedding day)
 - Tour the venue with the couple and create their floor plan
 - Make a detailed day-of itinerary and distribute it to all vendors involved
 - Management and coordination with all vendors and venue personnel
 - Keep everyone on the same track throughout the duration of the ceremony and reception
 - Coordinate with all vendors on the day-of

- Coordinate to ensure the wedding day runs smoothly according to the timeline (Line up wedding party for ceremony, send them down the aisle at the correct time and in the correct order, cue the DJ/band for the correct songs, prompt DJ/band to make certain announcements, make sure grand entrance/special dances/speeches begin on time, etc.)
- Assist directing guests to the ceremony and reception location
- Take care of any problems that may occur
- Be the point of contact on your wedding day
- Make sure all vendors arrive on time
- Ensure the couple has a photo checklist for the photographer (Makes the pre-ceremony and post-ceremony photos run smoothly and in a timely manner)
- Organize the send-off
- Make sure all guests are seated in a timely manner to begin the ceremony on time
- Bridal emergency kit (Tylenol, bobby pins, safety pins, band-aids, etc.)
- Conduct one-hour rehearsal (Either the day before or the day of the wedding)
- Full decor for the ceremony and reception venue
- 12-hour coordination (decor set-up and breakdown included in this time)
- One planner and one assistant
 - If guest count exceeds 150, one additional assistant is REQUIRED (fee= \$250)
- Access to use any of our decor items for FREE

Month of Coordination Services - For those couples who planned their wedding by themselves, but want to sit back, relax, and not worry about a THING on their special day! These packages also allow the couples to begin relaxing one month in advance while the coordinator jumps in to tie all last minute things together!

- Silver Month of Coordination Service (Pricing Starts at \$1,500)

- One welcome meeting upon booking for the coordinator to gain an overall understanding of your wedding vision
- Two phone calls or zoom meetings before your big day for the day of timeline and to go over your decor vision (Starting 90 days out from your wedding day)
- Be the point of contact starting one month prior to your wedding
- Step in one month prior to your wedding and coordinate with all vendors involved
- Give your final guest count to those vendors who need it
- Walkthrough of your venue with any vendors who agree to join to better understand your ceremony and reception layout vision
- Coordinate with your vendors to convene what time they will arrive on your big day
- Coordinate to ensure the wedding day runs smoothly according to the timeline (Line up wedding party for ceremony, send them down the aisle at the correct time and in the correct order, cue the DJ/band for the correct songs, prompt DJ/band to make certain announcements, make sure grand entrance/special dances/speeches begin on time, etc.)
- Collect gratuities from you on your big day to distribute to those vendors of your choice
- Work alongside the photographer to do family photos (Call out names for each photo, gather all family members, etc.)
- Guide guests in the correct direction for the ceremony or reception
- Answer any questions your guests may have during the cocktail hour
- Make a detailed day-of itinerary and distribute it to all vendors involved
- Tie all loose ends with vendors beginning one month out from wedding
- Management and coordination with all vendors and venue personnel
- Keep everyone on the same track throughout the duration of the ceremony and reception
- Organize the send-off
- Make sure all vendors arrive on time
- Make sure all guests are seated in a timely manner to begin the ceremony on time
- Bridal emergency kit (Tylenol, bobby pins, safety pins, band-aids, etc.)
- Conduct one-hour rehearsal
- One planner and one assistant

- If guest count exceeds 150, one additional assistant is REQUIRED (fee= \$250)
 - 8 hour-coordination
- Gold Month of Coordination Service (Pricing starts at \$2,000)
 - One welcome meeting upon booking for the coordinator to gain an overall understanding of your wedding vision
 - Two phone calls or zoom meetings before your big day for the day of timeline and to go over your decor vision (Starting 90 days out from your wedding day)
 - Be the point of contact starting one month prior to your wedding
 - Step in one month prior to your wedding and coordinate with all vendors involved
 - Give your final guest count to those vendors who need it
 - Walkthrough of your venue with any vendors who agree to join to better understand your ceremony and reception layout vision
 - Tie all loose ends with vendors beginning one month out from wedding
 - Coordinate with your vendors to convene what time they will arrive on your big day
 - Coordinate to ensure the wedding day runs smoothly according to the timeline (Line up wedding party for ceremony, send them down the aisle at the correct time and in the correct order, que the DJ/band for the correct songs, prompt DJ/band to make certain announcements, make sure grand entrance/special dances/speeches begin on time, etc.)
 - Collect gratuities from you on your big day to distribute to those vendors of your choice
 - Work alongside the photographer to do family photos (Call out names for each photo, gather all family members, etc.)
 - Guide guests in the correct direction for the ceremony or reception
 - Answer any questions your guests may have during the cocktail hour
 - Make a detailed day-of itinerary and distribute it to all vendors involved
 - Management and coordination with all vendors and venue personnel
 - Full decor set-up and breakdown for the ceremony and reception
 - Keep everyone on the same track throughout the duration of the ceremony and reception
 - Organize the send-off

- Make sure all vendors arrive on time
- Make sure all guests are seated in a timely manner to begin the ceremony on time
- Bridal emergency kit (Tylenol, bobby pins, safety pins, band-aids, etc.)
- Conduct one-hour rehearsal
- One planner and one assistant
 - If guest count exceeds 150, one additional assistant is REQUIRED (fee= \$250)
- 12 hour-coordination (decor set-up and breakdown included in this time)
- Access to use our decor items for FREE

Partial Planning Services - For those couples who need assistance in finding vendors who fit their budget and vision. It also has monthly check-ins from the coordinator to ensure you are staying on track! This package also includes day-of coordination services and access to use our decor items for FREE!

- **Partial Planning Service (Pricing Starts at \$2,700)**
 - One welcome meeting upon booking for the coordinator to gain an overall understanding of your wedding vision
 - Two phone calls or zoom meetings before your big day for the day of timeline and to go over your decor vision (Starting 90 days out from your wedding day)
 - Be the point of contact starting one month prior to your wedding
 - Monthly check-ins to ensure you are staying on track with the wedding planning process
 - Review vendor contracts to gain a better understanding of the services that were be provided to the couple on their special day
 - Find vendors who fit your budget and assist in the booking process
 - Give your final guest count to those vendors who need it
 - Walkthrough of your venue with any vendors who agree to join to better understand your ceremony and reception layout vision
 - Coordinate with your vendors to convene what time they will arrive on your big day

- Coordinate to ensure the wedding day runs smoothly according to the timeline (Line up wedding party for ceremony, send them down the aisle at the correct time and in the correct order, que the DJ/band for the correct songs, prompt DJ/band to make certain announcements, make sure grand entrance/special dances/speeches begin on time, etc.)
- Collect gratuities from you on your big day to distribute to those vendors of your choice
- Tie all loose ends with vendors beginning one month out from wedding
- Work alongside the photographer to do family photos (Call out names for each photo, gather all family members, etc.)
- Guide guests in the correct direction for the ceremony or reception
- Answer any questions your guests may have during the cocktail hour
- Make a detailed day-of itinerary and distribute it to all vendors involved
- Management and coordination with all vendors and venue personnel
- Full decor set-up and breakdown for the ceremony and reception
- Keep everyone on the same track throughout the duration of the ceremony and reception
- Organize the send-off
- Make sure all vendors arrive on time
- Make sure all guests are seated in a timely manner to begin the ceremony on time
- Bridal emergency kit (Tylenol, bobby pins, safety pins, band-aids, etc.)
- Conduct one-hour rehearsal
- One planner and two assistants
- 12 hour-coordination (decor set-up and breakdown included in this time)
- Access to use our decor items for FREE

Add-ons — These services can be added on to any service above

- Additional Coordination Hours: \$100 per hour
- Unlimited contact between coordinator and client: \$800
- Monthly check-ins from the coordinator: \$500
- Table/chair setup: \$300
- Table/chair breakdown: \$300

- Table/chair setup and breakdown: \$575
- Return rentals for the couple: \$300
- Clear trash from tables: \$400
- Cut the cake: \$200
- Distributing gratuities: \$25
- Take trash to dumpsters: \$250
- Additional assistant: \$250

Decor Services - For those couples who already have a wedding coordinator, but prefer a professional to provide decor setup and breakdown!

Minor Decor (Decor NOT Included)- Starts at \$500

- Decor not included
- Full decor set-up for ceremony and reception
- Decor for 70 guests or less
- Guest Tables
- Sweetheart Table
- Welcome Table
- Memory Table
- Cake table
- Other tables may be discussed
- Add decor breakdown for \$200

Minor Decor (Decor Included)- Starts at \$750

- Decor included (check "rentals" tab to browse our decor)
- Full decor set-up for ceremony and reception
- Decor for 70 guests or less
- Guest Tables
- Sweetheart Table
- Welcome Table
- Memory Table
- Cake table
- Other tables may be discussed
- Add decor breakdown for \$200

Major Decor (Decor NOT included)- Starts at \$800

- Decor not included

- Full decor set-up for ceremony and reception
- Decor for 71 guests or more
- Guest Tables
- Sweetheart Table
- Welcome Table
- Memory Table
- Cake table
- Other tables may be discussed
- Add decor breakdown for \$300
- An additional \$25 for every table over 20

Major Decor (Decor Included)- Starts at \$1,050

- Decor included (check "rentals" tab to browse our decor)
- Full decor set-up for ceremony and reception
- Decor for 71 guests or more
- Guest Tables
- Sweetheart Table
- Welcome Table
- Memory Table
- Cake table
- Other tables may be discussed
- Add decor breakdown for \$300
- An additional \$25 for every table over 20

Photo Booths

Stand Still Photo Booth

- Silver Package (\$500)
 - 3 hour rental
 - One photo booth attendant
 - Unlimited photo sessions
 - Instant social sharing
 - Black or white backdrop
 - Delivery, setup & breakdown included
- Gold Package (\$700)
 - 4 hour rental
 - One photo booth attendant
 - Unlimited photo sessions
 - Instant social sharing

- Custom overlay
- Black or white backdrop
- Delivery, setup & breakdown included
- Platinum Package (\$900)
 - 5 hour rental
 - One photo booth attendant
 - Unlimited photo sessions
 - Custom overlay
 - Instant sharing to your phone
 - Backdrop color of your choice
 - Photo booth props
 - Delivery, setup & breakdown included

360 Photo Booth

- Silver Package (\$600)
 - 3 hour rental
 - One photo booth attendant
 - Instant social sharing
 - Delivery, setup & breakdown included
- Gold Package (\$800)
 - 4 hour rental
 - One photo booth attendant
 - Custom overlay
 - Instant social sharing
 - Delivery, setup & breakdown included
- Platinum Package (\$1,000)
 - 5 hour rental
 - One photo booth attendant
 - Instant social sharing
 - Custom logo overlay
 - 360 booth props
 - Delivery, setup & breakdown included

Timeline Assistance - So you need help with a timeline, but have no idea where to start? Let Twelve19 Events help you

with that! This timeline is distributed to your vendors to ensure everyone will be on the same page throughout the duration of your big day!

This service includes (\$150):

- A full timeline conducted on Word (will be emailed to your vendors at an additional cost if you provide us with your vendors emails!)
- Two phone calls:
- Call #1: Rough draft of the itinerary
- Call #2: Will be conducted no later than one month prior to your wedding day; Finalize the itinerary
- Timeline includes:
- When your vendors will arrive (Photographer, Videographer, DJ, Coordinator, Cake, Caterer, MUA, etc.)
- Beginning and ending of ceremony, cocktail hour/refreshment hour, and reception
- When dinner will begin and end
- When the cake will be cut
- When the first dance, father/daughter dance, and mother/son dance will take place
- Start time for bouquet toss, garter toss, and any other activities you plan to have on your big day
- Can mention any food allergies for anyone in your bridal party or on your guest list
- The names of those who will do speeches or bless the meal
- Songs for your big day:
- Ceremony entrance and exit
- Grand entrance into reception
- Cake cutting
- First dance, father/daughter dance, mother/son dance
- Bouquet/garter toss
- Grand exit
- Grand exit instructions
- Any other information you want your vendors to remember

Rentals – You can view our rentals items at the link below:

<https://www.twelve19events.com/rentals>

Travel Fees – Our travel fee is \$0.50 per roundtrip mile. We also require \$100 towards a one night hotel room stay.

We cannot wait to work with you and bring your dream wedding to life!

Twelve19 Events

Owner: Breanna Carter

(615) 924-7812

info@twelve19events.com

www.twelve19events.com