

Your Day of Coordinator: _____

Reception Only

- Initial meeting to explain planning coordinating process.
- Contact with coordinator process.
- Contact with coordinator for event related concerns. (M - F 10am -5pm)
- Unlimited phone, text & email communication.
- 3 coordinating meetings to help customize event,
- One venue walk through, table set up, room layout & design plan.
- Advice on how to personalize your style.
- 8 hours of service on your event day.
- Will be available in person or by phone during entire day of event to assist vendors.
- Refer vendors as needed.
- Manage wedding vendors per your instructions.
- Oversee vendors arrival & set up.
- Oversee decor set up at reception.
- Ensure vendor payment, staff, service fee, tips & balances.
- Coordinate entertainment & all announcements/ events during reception.
- Place guest book, card box, place cards, guest favors & table numbers.
- Place cake serving set, cake topper & toasting glasses.
- Wedding day timeline coordination.
- Help with boutonnières.
- Bustle brides gown.
- Be prepared to meet emergency situations that may arise.
- Final detail meeting within 30 days of your event to finalize event plans & timeline.
- Order rental items.

THE
EMERALD
UNION

Ceremony

Add \$200

- Organize 1 hr rehearsal (usually the Thursday before the wedding).
- Complete ceremony coordination.
- Cuing all musicians.
- Cuing all bridal party processional
- Collection of all items that are used during ceremony & reception (i.e.: unity candle, etc.)
 - Not including decor or floral.
- Direct guests to cocktail hour
- Cocktail hour organization.

A La Carte

- Decorate Arch & Aisle: Starting at \$200
 - Depending on extent of decor
- Cake Cutting Service: \$100
- Champagne Pour Service: \$100
- Additional Hours For Coordinating Staff: \$75

Additional Guest Count

Pricing Based on Guest Count

- 0 - 150 Guest Count Base Price
 - 160 - 175 Guest Count \$250
 - 200 - 250 Guest Count \$400
- *Additional staff is needed for larger guest counts.



Ask Your Coordinator

View the Decor Room | Decor Questions
Vendor Recommendations | Wedding Rehearsal
Room Layouts

Sign a Contract, Place Deposit, Discuss "Look" of Wedding

Table Setup & Create Room Layout

Ceremony & Reception Timeline

Welcome to The Emerald Union!

Congratulations

We congratulate you on your upcoming event and look forward to hosting your special day at The Emerald Union. Our hard working staff is professional and experienced in creating perfectly executed wedding and events. The Emerald Union is set apart from other venues because of our hands-on approach in staying highly involved with each and every person. We are available to meet with you, please contact us and we can set up an appointment.

Our venue is your second home until the event. If you would like to come by or show your loved ones, just make an appointment with us!

- Cindy & Chelsie

Point of Contact

Caterers - In Magazine

- Setting Up Tastings
- Questions on the Menu
- Food Changes
- Changes in Guest Count

Venue Office

- Set Venue Rental Time Per Invitation
- Adding Additional Hours
- Ceremony Questions
- Finishing Touches Meeting
- Photography Sessions
- Rehearsal Dinner Arrangements
- Setting Up Bar

Your Coordinator

- View the Decor Room
- Decor Questions
- Vendor Recommendations
- Wedding Rehearsal
- Room Layouts

What's Next?

- Book your wedding coordinator.
- Meet our preferred caterers & book tastings.
- Check out our magazine for preferred vendors.
- Hire your priority vendors.
- View decor room & schedule a table setting meeting with your coordinator.
- Start wedding vision board.
- Book your ceremony officiant.

Finishing Touches

Perfectly Planned Meeting

12 - 6 Months Prior to Wedding

Before the Meeting

- Went to Catering Tasting
- Met with Wedding Coordinator
- Toured Decor Room

In the Meeting

- Set Venue Rental Times
- Wedding Invitation Turned In
- Cocktail Time

Finishing Touches Meeting

12 - 6 Months Prior to Wedding

What to Have Ready for Meeting

- Final Venue Payment Due
- Final Guest Count Due
- \$1000 Security Deposit Due
- Event Insurance Proof Due
- Catering License & Insurance
- Wedding Timeline Turned In
- Final Meeting with Coordinator

In The Meeting

- Finalize Any Bar Packages.
- Finalize Any Beverage Stations
- Finalize Staffing for Wedding
- Finalize Additions

Final Meeting

2 Weeks Prior to Event

- Finalize Anything Outstanding