

## FEES and ADDITIONAL SERVICES

### **A Separate Agreement will be prepared for any of the following Services**

The following list contains some ITEMS and SERVICES that can be provided which maybe contracted by specific service providers who have the approved credentials:

**Please indicate the items you may want to contract and a quote will be made.**

**Each vendor is paid directly by the bridal family. No commissions are received by the Consultant.**

- ACCESSORIES (Guest Books, Pillows, Garters, Toasting Goblets, Aisle Runners)
  - ACCOMMODATIONS (Hotels, Bed and Breakfasts, Apartments and Suites)
  - ALTERATIONS and SEAMSTRESSES
  - BALLOONISTS( Décor, Entertainers)
  - BANDS (Big Band Sound, Old-Timers, Groups from 3 to 25)
  - BAR TENDERS (Licensed and Bonded)
  - BEAUTICIANS (Hair stylists, Manicurists, Make-up)
  - BRAILLISTS (Invitations, Table Cards, Programs)
  - BUBBLES (Chapel and Regular)
  - CAKE DECORATORS (Cake Toppers and Cake Stands)
  - CALLIGRAPHERS (Hand and Computerized)
  - CAMERAS (Disposable, Decorative)
  - CANDY and CONFECTIONS (Chocolate Candy Coated Almonds, Novelty,
  - CANDLES and CANDELABRUM (Paradise Candles, Candle Inserts, Unit
  - CATERERS (Professional Chefs, Cooks, Ice Carvers)
  - CHAPELS (Mountain, University, Wedding)
  - CLOTHING (Bridal, Attendants, Mothers, Flower Girls, Tuxedos, Veils and Headpieces, Gloves, Petticoats and Slips)
  - CLUBS (Country, Golf, City, Public and Private)
  - CONSULTANTS ( Nation-wide, International)
  - COORDINATORS (Weekend Events)
  - COUNTRY (Inns, Plantations, Farms)
  - COUNSELORS (Marriage, )
  - DEAF SIGNERS (Interpreters)
  - DIRECTORS (Rehearsals, Wedding Ceremonies, Receptions)
  - EMBOSSERS (Print and Script Return Address)
- ENTERTAINERS (Clowns, Magicians, Dancers, Mime, Actors, Look-a-Likes)
- \*ETHNIC ARRANGEMENTS (German, Polish, Hungarian, Japanese, Chinese, Greek, Italian, Israeli, Oriental, Russian, Moroccan, Austrian, Indian, Puerto Rican, Persian, African, Turkish, Costa Rican, Spanish, Mexican, English, Scottish, Swedish, Dutch, Norwegian, Korean, Vietnamese) FABRICS (Laces, Wedding Gown, Attendants, Tulle, Beading, Pearls, Sequins) FAVORSand FAVOR MAKERS (Netting, Fillers, Honey, Tennessee specialties)
- GIFT BASKETS (Homes, Hotels, Hospitality)
- HANDICAPPED (Arrangements, Interpreters, Braillists, Ramps, wheelchairs)
- HOSPITALITY (Baskets, Rooms))
- HOUSE SITTERS (Children, Adults, Pets)
- HYDROPONIC and EDIBLE FLOWERS
- INSURANCE (Wedding Insurance)
- ITINERANT OFFICIANTS (University, Judges, Notaries, - Ministers)

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- \*INTERNATIONAL, CROSS-CULTURAL and MULTI- CULTURAL (arrangements)
- JEWELERS (Gemologists, Appraisers)
- JEWISH (Prayer Books, Skull Caps, Music, Ketubahs)
- LIFEGUARDS (Swimming pool receptions, Red Cross)
- LIMOUSINES (6, 8, 10 passenger stretch, Black, White, Rolls Royce)
- LIGHTING SPECIALISTS (Outdoor, Fichus Trees, Indoor Spots)
- MAP MAKERS (To and From Ceremony and Reception Sites)
- MENUS (Receptions, Brunches, Lunches, Teas, Cocktails, Dinners, Dessert,
- MORE SITES (Historical, Hotels, Gardens, Museums, Yachts, Zoo, Party Rooms)  
RS (Packing Services
- MUSICIANS (Harpist, Flutist, Chamber, Guitar, Soloist, Karaoke ,Keyboard, Organist, Pianist, Bagpiper, Trumpets, Gospel
- NOVELTIES (Fans, Frames, Pens, Pencils, Key chains, Cups, etc)
- PHOTOGRAPHIC FAVORS ( disposable cameras)
- PRESERVATION ( Wedding Attire, Flowers)
- PROGRAMS ( Ceremony, Love Stories)
- RENTAL ITEMS (Chairs, Linens, China, Glasses, Tableware, Tents, Dance Floors)
- SITTERS (Baby, Child Care, Elderly, House, Pets)
- TRANSPORTATION (Bus, Cars, Vans, Horse and Carriage, Limousines, Taxi)
- TRAVEL AGENTS (Honeymoon Specialists)
- VALET SEVICES (Licensed and Bonded services)
- VICTORIAN (Clothing, Menus, Reception Sites, Tussy Mussies)
- VIDEOGRAPHERS (One, two or three camera operators)
- WAIT STAFF (Waiters, Waitresses, Bar Tenders, Dish Washers)

\*OTHER SPECIALISTS AND SPECIALTY ITEMS UPON REQUEST \*DESTINATION WEDDINGS; OUT- OF- STATE WEDDINGS are handled both by Weddings With Elán and with Consultants or Coordinators in cooperation with the Association of Bridal Consultants ( ABC ) and/or the Association for Wedding Professionals, International. Additional contracts are designed for each individual wedding in addition to the Weddings with Elán Agreements.

Weddings with Elán — 9 Music SQ SO #161— Nashville, TN. 37203  
Sue Davies Rephan

**Member of: ABC Association of Bridal Consultants; AFWPI — Association for Wedding Professionals, International; TWESA — Tennessee Wedding and Event Specialists Association; Nashville BBB, Nashville Hotel and Lodging Association**

## WEDDING WEEK END EVENTS

*Do you need a coordinator to assist for these activities?*

### THURSDAY

Decisions to be made:

Arrival of family members  
Arrival of wedding party  
Hospitality room  
A c c o m m o d a t i o n s  
Evening events

Coordinator may assist  
*Transportation*  
*Meet and greet Set*  
*up and host Hotels*  
*Pre-nuptial parties*

### FRIDAY

Day events  
Hair/nails/spa  
Groom pick up formalwear  
Luncheons

*Sight seeing*  
*Appointments*  
*Transportation*  
*Locations*

Rehearsal Time Rehearsal  
Party or dinner

*Location*  
*Restaurants*

### TRANSPORTATION

*Busses or vans on time*

### SATURDAY

Day Events  
Hair/nails/salon

*Sightseeing*  
*Appointments*

Brunch  
Luncheon  
Grooms Outing  
Make up at ceremony site

*Location and menu*  
*Location and menu*  
*Arrangements*  
*Time*

Photographs before ceremony  
Photographs after ceremony

*Time*  
*Time*

### RECEPTION

Pre-reception cocktail time  
Seated or buffet dinner

*Location and menu*  
*Menu and contract*

Place cards  
Head table  
Reserved tables

*Set up*  
*Place*  
*Signs*

Cake  
Dancing

*Arrival and set up*  
*Schedule*

## **CONSULTING FEE SCHEDULE**

<i>Toasts</i>	Prepare list
<i>Garter</i>	Gather guests
<i>Bouquet toss</i>	Gather guests

<i>Leaving</i>	Time
<i>Favors</i>	Distribute

TRANSPORTATION	<i>Bride and Groom — on time</i>
	<i>Attendants, other</i>

<i>Gifts</i>	Family Member
Flowers/Centerpieces	<i>Donation give away</i>
Cake topper/servers	<i>Box and wrap</i>

### **OTHER REQUESTS**

The above are some of the activities that you may need to have an assistant's help!

**If you need help: Contact Elán Consultants and the Graduates of the Wedding Directing Classes to help lift many of the above needs during the wedding weekend.**

Sue Davies-Rephan,

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## Weddings with Elán – Fee Structure

**NO FEE for the 1" hour of an in-office meeting, INTERVIEW, e-mail, telephone or fax information. Review Agreement; must complete the budget wheel. Client will receive a check list of agreement for services which should be initialed. This is to be signed and returned with the pre-determined deposit within 5 days to retain the consultant. Clients may select their services from the following:**

\$ for 2 hour sessions. Consulting will be for only one service at each meeting after the Ceremony Site and Date has been established. Vendor selections may include: Officiates; Florist; Photographer; Videographer; Cake Designer; Musicians; Caterer; Transportation; Rehearsal Party Sites; Formal Attire; Coordinator; Director; etc.

\$ for each 6 hour day: meeting and appointments designed for out-of-town brides or family who want to plan within one or two full meeting days, after the date, ceremony and reception sites have been contracted.

\$ for pre-setting up contacts with selected service providers, who are available based on the budget. Client given list of vendors who are available and must make their own appointments within a specified time (approximately 10 days). No less than three vendors in each category will be contacted and information provided to client.

\$ for locating the ceremony and the reception at the same location: includes setting up appointments with the above selected providers. Additional services include: Rehearsal and Reception menu design; Music scheduling; 10 or less wedding party members excluding the bride and groom. 100 or less guests. Assistants will be required if the dressing area is located away from the ceremony site.

\$ for locating ceremonies and/or receptions at Country Clubs, Mansions, \*Hotels, Private Clubs. Included are the above selected vendors. Additional services \*include: Accommodations; Hospitality Rooms; Transportation Arrangements. 11-20 \*Wedding party members excluding the bride and groom. A paid assistant will be used \*if there are 100 to 200 guests and if the facility does not have a CEREMONY OR RECEPTION ON- SITE staff member as \*part of their SITE contract.

\$ all services above. Includes additional services: Luncheons or pre-nuptial party arrangements; contracting valets; Designing Seating plans; Arranging Place Cards.

\*Paid Assistants will be required when the wedding party is from 21 to 25 participants, excluding the bride and groom and where there are 201 to 250 guests.

\$ locating and using historical sites, tents, and /or garden parties. Additional services include: Planning week —end events for guests such as Sightseeing; Entertainment; Children's Separate reception and entertainment; Beautician Appointments; Buses; Providers for Ice Sculptures, Lighting Specialists; Catering from restaurants or special ethnic menus utilizing professional and licensed chefs or caterers with proof of product liability insurance. \*Additional Paid Assistants are required for the above locations and also if there are 26 to 30 wedding party members excluding the bridal couple and / or 250 to 350 guests.

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DESTINATION WEDDINGS BEGIN AT \$5000.00 PLUS EXPENSES. A questionnaire must be completed before an agreement may be signed

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**\*\*FEES FOR PROFESSIONAL DIRECTORS/COORDINATORS/WEEK END ONLY—** are determined by the complexity of the wedding. The range is \$450.00 to \$850.00. Each professional director/coordinator determines their fee for the rehearsal, ceremony and / or the reception.

Their contracts/agreements are separate from the consultant's agreement and are hired the same as other "vendors". All service providers should have refreshments or a meal when working over 4 hours. "Wedding Directors / Coordinators/ and Assistants should be reimbursed for expenses such as valet and or parking at facilities.

An honorarium should be given to student assistants who are working at the wedding and/or the Reception. The suggested fee should be no less than \$50.00 per assistant for 4 hours. All assistants must have completed the Professional Wedding Directing Classes before being recommended.

Assistants are also used when weddings are in separate facilities and also when the wedding parties exceed 11 people excluding the bridal couple.

Additional fees may be discussed at any time during the planning session and remain the right of the consultant or director to utilize and /or select their teammate to be an assistant.

For further information about services or personnel, please contact Sue Davies-Rephan, 9 Music Square South, #161, Nashville TN 37203