

SANCTUARY AT ADMIRAL

by Foodz Catering

*Day of Coordination and More!
Enjoy your special day and your guests!
Leave the details to us—we will take GREAT care of you!!!*

➤ **Before the BIG Day:**

- **Initial meeting:** Create a Timeline and set a date for a venue walk through. Go over your vision of your special day.
- **Walk through** of your venue and create a layout
- **Email and phone correspondence** – we will set up a timeline for check-ins and a ‘to-do’ list
- **Discuss and outline Catering and Rentals:** Menu, Dessert/Cake, Beverages/Late Night Snack, and Take Home Treats.
- **A Meeting 4 to 8 weeks from your wedding date:** to finalize all details and finesse the timeline – we can invite all of your vendors to this meeting if you wish. This can be done via Skype.
- **Orchestrate the Wedding Rehearsal** – \$200.00 Fee. This is not always an option. It will depend on your venue, date and time of rehearsal.

➤ **On the BIG Day:**

- We come fully equipped with all the little things you may need in our Day of Coordinator Kit!
- On site as soon as the venue allows to greet wedding party and vendors upon arrival
- Make sure vendors are situated in their proper placement in the venue and have everything they need, ie; extension cords, outlets, table, chair, etc. etc.
- Place décor – I am available to place your limited décor, guest book, card basket, table assignments etc etc,* (**additional fee's may apply depending on the amount of décor and/or floral design the coordinator will create.*)
- Assist with corsages, boutonnieres, flower baskets if florist needs assistance etc.
- Work closely with the photographer when on site at the venue to stay on the time line. (*If you wish for me to go off site for photos, an assistant will be hired to stay on site to facilitate your vendors. This will have been pre-determined at a meeting prior to the BIG day*)
- Available for the little details and needs –making sure the couple, wedding party and family are all hydrated and have what they need. Bows are tied, Ties are properly tied, cuff links are properly on, Hair is pinned neatly, etc and Assist in the needs of the wedding party while getting ready.
- Make sure that the wedding parties are tucked away 30-45 minutes before arrival of guests and have a moment to breath and hydrate before walking down the aisle.
- Ushering - Personally invite guests in to be seated at the appropriate time for the ceremony and/or overseeing your Wedding Ushers.

- Orchestrate the lining up of your wedding party for the ceremony
- Cue the DJ, IPod, Musician, Band when to begin the music as well as the different changes within the ceremony
- Conduct the wedding party down the aisle to insure the rhythm and flow of the procession.
- After the ceremony, personally invite/announce or have the DJ/Master of Ceremonies invite guests to the cocktail hour location
- Make sure the couple along with the MOH, BM, Officiant and Photographer are all together for the signing of the marriage license, have marriage license and pens laid out and ready for signing.
- Make sure the couple has a beverage of their choice and Hors d'oeuvres right after the ceremony.
- Check in with the caterer to insure they are ready to go according to the timeline.
- Assist with the transformation of the room from ceremony to reception – place settings, décor, lighting, candles, etc.
- Personally invite guests back into main room for the reception
- Work with the lead of the catering company and the DJ/Band as well as the photographer to keep the timeline of the various festivities, ie; re-announcement of the couple into the reception, cake cutting, toasts, first dances, garter and bouquet toss making sure that the photographer and all involved vendors and wedding party are present for all important events of the day/evening. Timelines fluctuate according to the flow of the day/evening. We adjust on the fly. As your coordinator my job is to keep all vendors informed of any adjustments to the timeline and flow of your special day.
- Make sure the Wedding Couple is well taken care of during dinner and throughout the day/evening.
- Assist in clearing tables as needed, keep the candles lit and replace if needed, etc. etc.
- Help pull decor, gifts, extra food/beverages etc. together at the end of the evening for your 'take home point person' to grab and go
- Insure that the Couple's car is ready and waiting when it is time to depart
- Assist with calling a cab/Town Car/UBER/Hotel for family and guests
- Orchestrate exit if you are having one...bubbles, sparklers etc.

On Site Coordination at Sanctuary at Admiral:

\$1295.00

\$1795.00 with an assistant

\$2295.00 two locations (*ie; park and Sanctuary*) and an assistant

Full Event (8 hours)

(Additional hours are available at \$100 per hour)

Not getting married at Sanctuary at Admiral? No problem, we travel!

**We have coordinated weddings all over the greater Seattle area
as well as in Portland and Bend Oregon!**

Ask for our Off Site Coordination information!

➤ **Add On for an additional \$100.00 each:**

- Itemized Budget Detail – includes a one hour meeting to discuss your budget and how to prioritize your wishes into your budget.
- Create a Detailed Check List – what to do and when.
- Event Design and Theme Development including a Pinterest Board of your event- we will meet twice discuss your design vision and how to make your vision come to fruition within your budget.

➤ **Add on for an additional \$300.00:**

One Month Prior to your Wedding Date:

- Check in with **all** your wedding vendors to confirm point person's name, email and cell number.
- Confirm **all** deliveries, set up times and pick up times with all vendors
- Confirm your Car or other transportation
- A one hour Décor-Tablescape meeting and design trial

➤ **Full Planning Starting at \$3500.00:**

- Full planning services (9months – 1 yr prior to your date)

Officiant Services

Davi is ordained and can offer officiant services starting at \$300.00*

**this includes emails and an in person meeting at our location to customize your ceremony.*

Davi is available for civil and religious ceremonies.

Event Consultations

\$150 per hour – 4 for \$500

Feel like you need another meeting or two, three, four?

Meet or Skype with Davi and find out all of her wedding secrets to plan and execute the wedding of your dreams on your budget.

Davi loves planning weddings and has wonderfully creative ideas!

*Davi has planned and orchestrated the wishes of many couples
in Seattle, Bellevue, Portland and Bend.*

*Davi has even orchestrated the dream wedding for another wedding planner
and a couple who celebrated their nuptials on National television.*

From our Clients:

Davi,

Thank you so much for working so hard to make our day so special. We both had so much fun and couldn't have asked for a more perfect day. Without a doubt, the Sanctuary was the perfect place to have our wedding. We received so many compliments during and after wedding about the fantastic venue. As you know, we always loved the space from the beginning, but it was transformed into something truly magical for our wedding day. Your staff were friendly, professional, and totally accommodating -- the level of service was outstanding. We felt so well taken care of that it was immediately apparent that I could just kick back and enjoy the day - which we did! So thank you for that.

Thanks you especially for your role as our celebrant. The ceremony was absolutely perfect and we are so glad that we were able to work with to come up with something that truly reflected us as a couple. You were great during the planning phase, and wonderful during the actual ceremony. You represented us perfectly and played a huge part in making the ceremony as special as it was. There are probably a million of other things I could thank you for, but I just wanted to let you know how happy and we are.

"We cannot thank you enough for working with us along every step of the way to help make sure that our special day was seamless and unique to us. Your friendly and accommodating manner was especially appreciated! From the initial tour to keeping the bride and groom in good spirits throughout the planning process your assistance was invaluable!"



"We just wanted to thank you for everything! The Venue looked absolutely beautiful and you did such an amazing job! We couldn't be happier. You handled everything so well and we just wanted to let you know we are so grateful that you were our coordinator and friend during such a special time in our lives! "



"Austin and I cannot begin to thank you for all of your help in making our wedding so perfect. We greatly appreciated your patience, flexibility and help every step of the way. We can't imagine how it could have been any better. From the bottom of our hearts, thank you for making our wedding so unforgettable!"



"Words can't express how thankful we are to have found you and The Sanctuary! All of your help during planning and on the day of was much appreciated! Everything was just perfect!"



"Thank you so much for all your help, knowledge, and generosity in making our wedding day such a special day! The Sanctuary will always hold a special place in our hearts."



"Thank you for all of your help! Our wedding was amazing and you were so great at making everything go as planned! You are the Best!"

Contact:

Davi Sobotta

Sales and Events Director

Wedding Planner | Day of Coordinator | Officiant

Award Winning Foodz Catering | Best Venue Sanctuary at Admiral

Ph 206.937.8464 | 206.297.9634

Davi@foodzcatering.com | website: www.foodzcatering.com | website: www.sanctuaryatadmiral.com