

# DOBBIN

360° Wedding  
Packages

## ABOUT OUR 360° WEDDING PACKAGES

Dobbin St 360° offers event planning packages that will help you turn your wedding into the fantastic day you have always dreamed it would be!

Dobbin St offers two options for your big day. With our 2-Month Coordination Package we assist in transforming the space and ensuring everything runs smoothly. This package is perfect for the couple who desires assistance with the final details in the two months prior to their wedding. We finalize all of the remaining details and will be there the day-of to handle all of the logistics so you do not have to.

Our Premium Package is built for the couple that would like additional assistance throughout the entire wedding planning process. Tell us your vision and we will connect the dots for you. Dobbin St will facilitate the necessary vendor connections based on your own personal style and budget for everything from catering, furniture rentals, DJ and band, photographer, photobooths, personalized cocktails, bar services, and audio & visual rentals. We will manage all of your chosen vendors before, during and directly after your wedding to make sure that everything runs as smoothly as possible!





## 2 MONTH COORDINATION

With our 2-Month Coordination Package, we finalize all of the remaining details and logistics of your event. We become the main point of contact for all vendors, confirming and facilitating final walk-throughs, reviewing your floor plan and offering any final guidance. A wedding coordinator from the Dobbin St team will be present the day of your wedding, making sure everything goes to plan and you can enjoy this day with your friends and family.

### BEFORE DAY OF EVENT

- 3 scheduled in-person meetings at Dobbin St
- 2 scheduled phone calls (30 min max, scheduled 24 hours in advance during 10-6pm hours)
- Touch base with vendors previously booked, schedule walkthroughs and collect COIs
- Suggest any vendors still needed
- Review floor plans
- Review timeline
- Confirm and approval all arrival and departure times of vendors
- Send out emails to all vendors, wedding party and allocated family members with introductions, times and contact information
- Distribute day of timeline to vendors
- Gain use of client lounge for vendor meetings
- Contact vendors the week of your wedding to confirm previous discussions and verify all final details
- Answer any vendor questions regarding load in, set up, power, etc.

### DAY OF EVENT

- Open the venue for all deliveries and assist with vendor questions
- Manage and check-in all items including furniture rentals, florals, cake, etc.
- Conduct processional rehearsal at Dobbin St
- Act as Point of Contact for all day-of wedding questions for vendors, wedding party, and immediate family members

### DURING THE EVENT

- Assist florist with distribution of flowers to wedding party and family members
- Organize wedding party pre-ceremony and ready to walk down the aisle
- When bridal party is ready have musicians start the music
- Gather family and bridal party for photos after the ceremony
- Ensure that the event stays on track according to timeline
- Encourage guests to take their seats at the appropriate time
- Prompt wedding party introductions during cocktail hour and reception
- Alert DJ, band and / or the musicians when to make announcements during reception
- Signal to wedding party (parents, best man, maid of honor) when they are about to give toasts
- Understand catering schedule and help ensure guests are served at the appointed time
- Manage bar staff, overseeing proper flow of drinks and ensuring special client requests are met
- Prevent and fix any problems that may arise during the event
- Stay on-site throughout the entire night in case any venue related questions arise

### AFTER THE EVENT

- Coordinate transport and arrange for car/cab service for guests
- Arrange for final payments and gratuities to made to vendors at the end of the event
- Oversee vendor load out and rental pick ups
- Responsible for getting all gifts and cards to a designated guest or parent to take home for bride and groom



## THE PREMIUM PACKAGE

Our Premium Package includes everything listed in the 2 Month Coordination Package plus much more! You will be assigned one of our seasoned wedding coordinators who will guide you through the entire wedding planning process. Your wedding coordinator will create a customized planning package with multiple floor plan options as well three vendor choices from each major category including florals, photographers, caterers, cake designers, music including DJs and bands, A/V, and furniture rentals based on your taste and budget. After your vendors are chosen, we will guide you through the in-between months of finalizing timelines, details and payments and will be there the day of your event to ensure your wedding dreams become a reality

### THE PRE-PLANNING

- Schedule 2 additional in-person meetings (5 meetings total) or phone call at Dobbin St to review plan and budget
- Develop a personalized monthly timeline, so you know what to expect during the planning process. This timeline will be personalized for your needs including everything from when schedule your menu tasting with your caterer, picking out furniture, booking your photographer, and finalizing your floor plan.
- Creation of a personalized master checklist
- Assist with setting up hotel room blocks at local hotels
- Creative direction and decor sourcing based on images and inspiration from the couple
- Create a personalized vendor recommendation sheet from our preferred vendor list, including three options from each major category chosen based on your taste and preferences
- Contract wedding vendors of your choice, securing vendor services for your date
- Review of all vendor contracts and booking details including attaining the proper insurance
- Assist with tracking vendor deposits and payment due dates

### THE PRE-PLANNING (CONT'D)

- Walk- through with vendors to answer any final questions and work out any last minute details
- Collaborate and liaise with vendors on all details, including load in and load out times, placement, and answering any questions the vendors may have
- Work with you to create a floor plan based on your preferences and guest count. We will provide up to three floor plan options based on the caterer requests, amount of guests, and reception style requests. Craft detailed day of timeline
- Craft a detailed day-of timeline including arrival times, photo timeline, noting "gotta have" moments for your photographer, guest arrival time and ceremony start, reception and cocktail hour timing, and more!
- Forecast any potential weather issues, including creating a plan of action in case bad weather occurs (Don't worry, rain on your wedding day is good luck!)





## SERVICE FEE & PAYMENT INFO

2-Month Coordination Service - \$2750

Premium Service - \$6000 (additional)

In order to secure services, a 50% deposit is required at the time of contract signing. The final payment will be invoiced 45 days in advance of the event date with the balance due 30 days prior to the event date.

We accept cash, check, wire-transfers and all major credit cards. Credit card payments are subject to a 3% processing fee.

All checks can be made payable to 64 Dobbin St Corp.

## NEXT STEPS

Once your 360° Wedding Package is confirmed next steps are:

- Schedule a 30 minute in person or phone call wedding consultation
- Complete Dobbin St wedding worksheet
- Receive Dobbin St wedding timeline guide based on service
- Schedule walkthroughs and meetings with vendors

Then it's all planning from there!





## CONTRACT TERMS

### 1. Terms

Dobbin St will offer their pre-event planning service to the client as highlighted on page 2 and 3 of this proposal.

### 2. Payment to Dobbin St

A 50% deposit of the package is required upon signing and the final amount 30 days prior to your wedding.

### 3. Payment to Outside Vendors

Client will be responsible for entering in to a separate contract with outside vendors Dobbin St helps source and will make payments to those vendors directly. Dobbin St will help with payment reminders for all vendors that they source.

### 4. Miscellaneous

- This Agreement shall be governed by the laws of the State of New York, without regard to conflict or choice of law principles.
- The 50% deposit is non-refundable.
- All disputes hereunder shall be resolved in the applicable state or federal courts of New York. The parties consent to the jurisdiction of such courts, agree to accept service of process by mail, and waive any jurisdictional or venue defenses otherwise available.
- This Agreement shall be binding on and shall inure to the benefit of the parties hereto, and their heirs, administrators, successors, and assigns.
- No waiver by either party of any default shall be deemed as a waiver of any prior or subsequent default of the same or other provisions of this Agreement.
- If any provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or operation of any other provision and such invalid provision shall be deemed to be severed from the Agreement.
- Dobbin St reserves the right to refuse admission to any person, for any reason.
- This Agreement constitutes the entire understanding of the parties, and revokes and supersedes all prior agreements between the parties and is intended as a final expression of their Agreement. It shall not be modified or amended except in writing signed by the parties hereto and specifically referring to this Agreement. This Agreement shall take precedence over any other documents that may be in conflict therewith.

Please sign and return to us the duplicate copy of this agreement, along with the Initial Deposit of 50% of the Wedding Package.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date first above written.

**64 DOBBIN STREET CORP**

**CLIENT**

By: \_\_\_\_\_

\_\_\_\_\_

