



Castle Hill Pavilion & Park
 285 Old Enoch Rd.
 Florence, MS 39073
 601-845-1445



Wedding Coordinator

Wedding Packages	
<u>CASUAL ELEGANCE</u> <i>[Attendance: up to 100]</i>	<u>STUNNING SOPHISTICATION</u> <i>[Attendance: Up to 150]</i>
5 Bridesmaids and 5 Groomsmen Bride's Bouquet, Bridesmaid's Bouquets, Boutonnieres for the Men Décor for the Pavilion (Flowers over the arch) Three Tier Wedding Cake Monogram Cake Topper or Live Flower Cake Decoration Groom's Cake for up to 60 people Cake Knife and Serving Set (Engraved) Two Toasting Flutes, Guest Book and Pen Set Heavy Hors d'oeuvres - up to 100 people Punch with Punch Bowl White Table Linens, Chair Covers with sashes Table Decorations (candles, votive holders, vases) Napkins, Plates, and utensils (personalized extra charge) DJ Service Wedding Photography Full Day Wedding Planning/Co-ordination Rent for the Venue	5 Bridesmaids and 5 Groomsmen Bride's Bouquet, Bridesmaids Bouquets, Boutonnieres for the Men Décor for the Pavilion (Flowers over the Arch) 2 nine light Candelabras 2 live ferns for Pavilion Three Tier Wedding Cake Monogram Cake Topper or Live Flower Cake Decoration Groom's Cake for up to 80 people Cake Knife and Serving Set (Engraved) Two toasting Flutes Guest Book and Pen Set Heavy hors d'oeuvres - up to 150 people Punch with punch Bowl White Table Linens, Chair covers with sashes Table Decorations (candles, votive holders, Vases) Napkins, Plates, Utensils (personalized extra charge) Guest Favors DJ Service Wedding Photography Full day Wedding Planning/Co-ordination Rent for Venue
\$9,775.00*	\$12,975.00*

MY DREAM WEDDING
[Attendance: up to 200]

Up to 8 Bridesmaids and 8 Groomsmen Brides Bouquet
Bridesmaid's Bouquets
Boutonnieres for the Men
Décor for the Pavilion (Flowers over the Arch)
2 nine light Candelabras
2 live Ferns for Pavilion
Three Tier Wedding Cake
Monogram Cake Topper or Live Flower Cake Decoration
Groom's Cake for up to 125 people
Cake Knife and Serving Set (Engraved)
Two Toasting Flutes
Guest Book and Pen Set
Choice of Buffet Style or Seated dinner
Punch with Punch Bowl
White/Ivory Table Linens
200 Chair Covers with sashes
Table Decorations (candles, votive holders, vases)
Napkins, Plates, & utensils (personalized extra charge)
Guest Favors
Candy Bar
Champagne Toast
Live Music for Ceremony and Reception Personalized Reception song
Limo Service for up to 3 hours
Wedding Photography
Full Day Wedding Planning/Co-ordination
Rent for Venue

\$15,775.00*

*** Plus MS Sales Tax and 5% gratuity**

Services

Pre-wedding Preparation

- Initial consultation with bride and groom, complimentary
- Prepare a schedule/timeline and checklists
- Assist with selecting a color scheme, theme and style of the wedding
- Schedule appointments and accompany clients to vendors meeting
- Coordinate with vendors to ensure services/products are provided in a timely manner
- Ongoing updates and consultation with clients about vendors services/products
- Timeline prepared the month of the wedding
- Ceremony planning
- Reception planning
- Prepare itineraries for vendors
- Meeting reviews of all details with clients, the month/week prior to the wedding

Rehearsal

- Consultation with bride and groom to determine or review details/ flow of the wedding
- Preparation for rehearsal and “Wedding Day “ itinerary
- Attendance and direction (Coordinated with officiant) at the rehearsal (up to 2hrs)

Wedding Day

- Check with vendors to confirm arrangements for the wedding day
- Attend overseeing and directing the ceremony and reception (up to 8 hrs)
- Receive deliveries and greet vendors
- Make sure reception and ceremony areas are set up as planned
- Assist with handing out wedding flowers, pinning corsages, boutonnieres, etc.
- Coordinate to placement of the wedding party, music, timing of march, check correct positions of flowers and wedding dress, etc.
- Make sure reception area is set up as planned, candles lit, DJ on schedule, etc.
- Arrange grand entrance