



Nature's Point

on the shores of Lake Travis

~On-site Coordination at Nature's Point~

By Lindsay Hardage

~Silver Package~ \$300.00 (Basic)

**Meet 1 month prior to wedding for a full consultation (including ceremony & reception details)*

**Not available by phone for questions, must email*

**Limited emails (10 total)*

**Make layout of wedding and reception*

**Prepare timeline of events for ceremony & reception*

**Oversee set-up of ceremony and reception sites*

**Coordinate rehearsal and ceremony with Officiant & wedding party*

**Line up wedding party and cue ceremony start*

**Coordinate processional start time with musicians*

~Gold Package~ \$500

***Includes all of Silver package amenities*

**Can meet twice for meetings if needed*

- *Attend to any needs of the Bride and Groom and their families 1 hour before wedding and throughout the event*
- *Set up photos, collages, guest book and pen, champagne flutes, cake cutting utensils, kids table, ECT.*
- *Arrange place cards and favors as assigned*
- *Greet Vendors and be point of contact*
- *Pin flowers on Groom and attendants*
- *Distribute bouquets and corsages to Bride, attendants and family*
- *Make plates and get drinks for Bride and Groom*
- *Coordinate reception activities to ensure timeline is followed thru as planned*
- *Cue Bride, Groom, and Band/DJ for announcement of couple, first dance, special dances, toasts, bouquet and garter toss*
- *Distribute toss item to guests at ceremony or reception*
- *Arrange for all personal items of Brides and Grooms to be given to designated family contact*
- *Arrange for boxing of wedding cake and put with Bride & Groom's personal belongings*
- *Unlimited emails*
- *Limited phone calls (5 total)*

~Platinum Package~ \$700

- **Includes all of Silver & Gold package amenities*
- *Unlimited meetings can be schedule to discuss plans & details of wedding*
- *Assist with Hotel selection in the Austin area (includes surrounding area near Nature's Point)*
- *Block off rooms at Hotel for client (client to cover expenses)*
- *Provide vendor referrals*

- *Set up appointments with vendors for client*
- *Arrange time with Caterers & Vendors to drop-off/pick-up equipment & rentals*
- *Contact all vendors hired by client 2 weeks prior to wedding to confirm arrival/departure times and give vendors timeline schedule & layouts*
- *Follow up with vendors on any changes in the timeline of events and layouts*
- *Oversee venue decor*
- *Decorating service (put together centerpieces, hang decorations, candles ect.)*
- *Retain marriage license for Officiant*
- *Ensure best man & maid of honor has rings*
- *Use of wedding planning emergency kit*
- *Direct bridal party & family for photographs*
- *Bustle gown*
- *Make labels for buffet, bar, reserved, ect.*
- *Distribute final payment/gratuities as needed to vendors*
- *Troubleshoot when needed*
- *Help load gifts in vehicle of designated family contact*
- *Unlimited emails and phone calls*