

Angela Clark Events - Services and Pricing Guide

A.C.E. was started with the “bride on a budget” in mind; the goal is to provide high-quality services at an affordable price. We specialize in day of coordinating. Please email Angela for a free phone consultation.

Day of Coordinating—base price \$1500 (*price varies depending on size of wedding)

- 10 hours of coordinating on the day of the event
- 1-2 hours initial planning meeting
- ACE will communicate with all vendors 1 week prior to the event to ensure the event runs smoothly.
- Unlimited email and phone conversations throughout the planning process.
- 1 hour Rehearsal Director/Coordinator
- Rehearsal Dinner is in addition to the rehearsal, +\$250
- Additional hours on the day of the event—\$100 per hour
- Initial deposit of \$250 to reserve the day
- The base price of \$1500 covers all weddings up to 150 guests. For weddings with 150+ guests, the price increases by \$100 for every interval of 10 guests.
- Set-up and Clean-up not included. See details below.

Assistant's Fee—\$200

- For events 100 expected guests, A.C.E. requires an assistant to guarantee the quality of the event.

Additional Planning Meetings—\$100 per meeting

- For planning meetings and any appointments, you would like me to accompany you on it will be a \$100 fee per meeting (i.e. Eventures, Venue meeting, Catering meeting, etc).

Table decorations/set-up - (Decor will be provided by client)

- \$20 per table AND a \$200 assistant's fee. The assistant will be an ACE employee. The reason for this—to ensure that everyone is on schedule getting ready, taking pictures, make-up, hair, etc. AND everything is perfectly set-up at the reception venue; an assistant makes this possible.
- Bride will provide details & pictures of how she wants each table to look.
- Please note: decorating the tables at a wedding is far more time consuming than it may seem.
- To avoid this charge, the host would need to assign a team of volunteers to set-up the tables and clear them off at the end of the night. A.C.E. requires names and phone numbers at least 2 months in advance. This is a very serious task and should be explained in detail so as to understand the responsibility.

Hours & Venue Check-Out

- On the day of the event A.C.E. will work until 10pm with breaks for eating, errands for event, and changing clothes. After 10pm, each additional hour will cost \$100.
- In addition to Angela Clark, the check-out at the conclusion of the event must also be assigned to a family member of either the bride or groom--as a joint effort. This will ensure that ALL of the leftover food, decorations, and belongings will be returned to the family of the newlyweds. A.C.E. will complete the check-out with the venue director as long as it is within the designated hours of 9am - 10pm. Clean-up/flip of venue/breakdown ACE requires a complete set-up and break down plan to be determined by the bride and Angela Clark.
- For weddings of ≤ 150 people, ACE will set-up, break-down, and clean-up the reception for \$1000 in addition to the coordination fees. We will stay until the venue is completely empty and cleaned to the standards of the venue director. This work is vital to the success of the event and is physically challenging.
- Clean-up/flip of venue/breakdown of the event is NOT INCLUDED in day of coordination services.
- If you are not employing the venue, vendor, or your own family/friends to clean-up or breakdown your event, ACE highly recommends hiring 1 ACE employee per 30-40 guests.

Miscellaneous

- Every event is personal and unique in its own way; therefore we want to provide clients with a personalized experience. This means that there are financial exceptions and changes depending on the clients wants and needs; ACE is open to changes and modifications.
- Prices DO NOT apply to events serving ≥ 250 guests. These events will be discussed on an individual basis.
- Angela Clark Events does not include set-up, break down, or cleaning of the event; however, we can provide you with contacts and options for these services.

Updated: 3/19/2019