

OUR DAILY BREAD RESTAURANT AND CATERING

EVENT PLANNING

All Your Wedding and Event Planning Needs in one place!

Our Daily Bread Restaurant offers a full array of event planning services through our in-house Event Coordinator. These services can be as simple as an initial consultation to get your event rolling, to the complete planning and coordination of your event from beginning to end.

A Guiding Hand

Whether all you need is a consultation to get you off the right start or day of coordination to take the stress off, we are the ideal event planner for your special event. Specializing in Eugene and west Lane County venues and vendors, we have the contacts and experience to make your event a success. Our Event Planner excels at handling details and enjoy coordinating fast paced events.

Years in the catering business have given us the inside look at events of all kinds. Avoid the pitfalls of many by relying on our experience. Let yourself and your family enjoy your event and leave the details to us!

For the package that suits your needs check out our Pricing and Packages below. Packages can always be customized to suit your needs. Every event is different and we would be happy to help in whatever way you need.

Pricing

We understand and appreciate that every event is unique in its own way. There is, however, a base amount of work necessary for any event to be a success. The prices listed below reflect that 'base' amount of work. Events larger than 150 people will be charged for each additional attendee in addition to the base amount listed below except in the case of a simple consultation. Events larger than 300 may wish to structure their package on a percentage of the total cost for the event instead of a per person charge. We are happy to customize your package to suit your individual needs.

The four packages listed below are tailored for weddings, but are available for events of all kinds.

Packages

Consultation- \$50 per hour

I will provide helpful advice on any aspect of your event planning as you need it including vendor and venue suggestions, advice how to structure your event, and other helpful details to make your event as stress free as possible.

Day of Coordination Package - starting at \$400

Designed to take the stress of the big day. Let someone else make sure everything comes together.

- One two-hour consultation to prepare for the event
- Coordination and Direction of Wedding Rehearsal (two hours)
- Coordination and Direction of Ceremony and Reception (maximum six hours)

Initial Planning and Final Coordination Package - starting at \$800

This package is designed for the couple who needs a little more help getting started but still wants to do most of the planning and leg work themselves while taking the stress off the big day.

- Three two-hour consultations to prepare for the wedding in which ever way you like.

May include . . .

- * Event Visioning, Structure, and Timeline
- * Budgeting
- * Vendor Coordination, Site Inspections, Tastings, Decor Suggestions and Samples
- * Assistance with RSVPs, Invitations, or Programs
- Coordination and Direction of Wedding Rehearsal (two hours)
- Coordinating decoration of Wedding Site (maximum three hours)
- Coordination and Direction of Ceremony and Reception (maximum six hours)

Complete Package - starting at \$1,200

The Ultimate in Planning and Coordination ! I will help you plan all areas of your wedding, starting from the day of engagement to your wedding day. I will assist with all ideas and planning and take care of all the leg work. This package will be tailored to your specific needs and desires. (Maximum 40 hours)

- Unlimited Consultations by phone and in person to prepare for the wedding which should include . . .
 - * Event Visioning, Structure, and Timeline
 - * Budget Formation and Tracking
 - * Vendor Referrals and Contacts, Contract Evaluations, Site Inspections, Arranging Tastings, Decor Suggestions and Samples
- Vendor coordination including bids, site inspections, and coordination of day of set up
- Coordination and Direction of Wedding Rehearsal
- Coordinating Decoration and Set-up of Wedding Site
- Coordination and Direction of Ceremony and Reception

A la Carte Items

Just need help in a specific area? Try one of these a la carte options. All a la carte services are billed on an hourly basis of \$50 an hour and must include an additional one-hour, pre-wedding consultation. Customize your package. A la Carte services may be added to our packages at a rate of \$35 a billed hour.

Vendor Coordination

May include . . .

- * Vendor searches, suggestions, arrangements and follow ups.
- * Attending Vendor meeting in planning stages.
- * Coordination of rental items. May include tuxes.
- * Coordination of day or decoration.
- * Vendor and Venue Contract Review.
- * Collaborative decor design and layout.

Guest Care

May include . . .

- * Travel arrangements
- * Care and feeding of out-of-town guest
- * Hostessing the reception
- * Overseeing and Track RSVP
- * Addressing and mailing invitations
- * Seating charts

Additional Special Events

Scheduling, planning, and coordinating the engagement party, bridal shower, bachelor party, bachelorette party, and/or rehearsal dinner.

Why a Coordinator?

This is a question every bride and groom must ask themselves. When it comes down to the practicality of budgeting for a wedding, a professional wedding planner may seem like it is not an option for many of us. Here are a few considerations to take into account.

Vendor Referrals

I have worked with many professionals in the area of events. I know who has the best prices, who has the best quality and who can get exactly what you're looking for. Take the guessing game out of the picture with a vendor I recommend. I guarantee I have worked with them and have been impressed by their product.

Budget Development and Management

I have worked with every conceivable budget under the sun. Whether your budget is large or small, I can offer advice on vendors and make sure you get the most out of your money. Don't let money can be an additional stress on relationships. Together we can decide what aspects of the big day are the most important and go from there.

Contact Person

I will be the contact person for all vendors. I will solicit estimates and set up tastings or site inspections. Vendors will come to me with questions and problems that arise on the day of and prior to your event. I will coordinate the timing of all vendors from rental deliveries and catering staff to signaling the DJ and minister. This is the one most important service that ensures you can enjoy your day. Let me be the problem solver not you.

Details, Time, and Energy

"How hard can it be," you may say to yourself - a thought you'll look back and laugh once you're in the thick of flower colors and invitations and catering bids. The biggest mistake I see brides make is to try to do everything themselves. Unless you are one of those people who love details, planning an event the magnitude of your wedding (even a very small wedding) will drag the life out of you. Even those of us who excel at organization and taking care of details, will lose sight of the bigger picture - **GETTING MARRIED!** Time is precious and getting lost in the details of your event should not take away from your special day. Weigh the costs of time and energy - both yours and your family's - against the cost of a wedding planner. Too many times have I heard a mother-of-the-bride say in exasperation, "I wish we'd hired a wedding planner!" I know the ins and outs of weddings. Let me take of the details and you just relax and enjoy the day!