

Semi Inclusive Package
Minimum 50 guests

Venue

- Your choice of Rental Package
- All normally included accommodations
- Table/Chair Set up and breakdown, trash, and final clean up post vendor responsibilities
- Coordination/payments to vendors below

Venue rental is based on listed package offers. These are fixed rates.

The package would be venue rental (your package of choice)+ \$59
per person which includes the below.

Linen

- includes white chair covers for chairs
- Includes chair sashes for chairs
- 2 classic white or black buffet table linens
- 120” round table linens
- Linen Napkins for guests

Round linen may be substituted for table runners if you choose to use farmhouse or rectangle tables.

This is for polyester linen only, color choice may be limited or not available in the exact color of choice. Satin or other types of linen may be an additional charge.

Linen costs may rise or fall depending on the actual guest count.

Bishop Event Planning- Partial Planning and Coordination

Throughout the planning process, you will receive

- *Unlimited phone calls and emails
- *Advice/suggestions throughout the planning process
- *1 planning meeting via phone or email
- *Access to Bishop Event Planning's preferred vendor's list
- *Vendor confirmation on behalf of the couple
- *Timeline creation (based on vendor confirmation calls and our meetings to create a seamless event)
- *Toss and pack list meeting and creation
- *Point of contact for all vendors
- *Day of layout
- *Monthly check-in starting at 12months out.

The day before you will receive

- *1 hour of rehearsal coordination
- *Confirmation all décor has arrived to the venue

On the day of you will receive

- *1 Lead coordinator and 1 assistant wedding coordinator
- *12 total hours of coordination for ceremony and reception
- *Facilitate on-time arrivals of all vendors
- *Decorate/set up décor for ceremony and reception
- *DJ/Band timing (although this does not include MC services)
- *Problem solve on behalf of the client as needed
- *Distribute gratuity
- *Management of timeline
- *Management of all vendors
- *Point of contact for family and guests
- *Clean up our client's décor on behalf of the client
- *Load décor into the chosen vehicle

The presence of the DOC at rehearsal is included if you wish to remove this service or do not plan a rehearsal this can be done (-\$200)

Bartender- The Carolinas Mobile Bar

- Service of 7 hours total
- 2 hours of setting up and cleaning up the bar
- 5 hours of bar service
- 30 min bar meeting
- Framed Bar Menu (2)
- Customized Shopping List
- All Bartending tools and equipment
- Barback table + black linen (for liquor)
- Alcohol, garnish, or mixers is not included, but you can work with the Bar service to add them. You have the option to bring in your own alcohol for the Bar service to serve.
- Barware Includes- disposable wine/cocktail cups, beverage napkins, stirrers, and Ice (40 lb). Two coolers, and the bar.
- You must have host alcohol coverage in your special event policy, and an ABC permit when liquor is served

The bartender price is fixed, but the rate will change if you add more hours or reduce the hours.