

**Memory Lane Event Center
In House Services
403 KC Memory Lane
Dripping Springs, TX 78620
512.894.0700**

Professional Day-Of Wedding Coordinator

Table Linens and Rentals

DJ Service for Ceremony & Reception

Wild Bunches Floral

TABC Bartender

*Memory Lane In House Services are optional and not
required by Memory Lane*

Day-Of Wedding Coordinating Packages \$750

Do you have all of your vendors' picked out, contracts signed, and most everything else prepared? Do you want to sit back and relax on your wedding day and leave all of the logistics to someone else (not your friends and family)? Memory Lane Event Planners will assist you with the ceremony rehearsal and handle all of the wedding day details per your specifications.

If you've done all the work and just need a little professional polish to make everything flow properly on your special day, we can help. Memory Lane Event Planners will assist you in coordinating all of the specifics for your wedding rehearsal and wedding day. From wedding ceremony etiquette to troubleshooting any problems which may arise, we are available to make your day sparkle.

The Basic Package supports couples on their special day with managing the important details of the event. Our professional wedding consultants provide many services, including wedding day or reception only coordination, etiquette guidance, supervising vendors and offering a wedding day emergency kit.

Pre Wedding Activities

- Initial consultation with bride and groom to determine dreams and expectations
- 2 - 1 hour meetings prior to your wedding day to discuss final details
- Pre-screen all wedding vendors
- Confirm wedding day vendors arrival and set up times
- Email wedding vendors your timeline and itinerary
- Distribute your final payment to vendors at the end of their contract
- Follow-up with vendors on any changes of wedding plans and details
- Prepare a timeline of events for the ceremony and reception
- Review, attend, and coordinate rehearsal and ceremony with officiates, wedding party, and vendors the day before the wedding

Wedding Day Activities

- Two Representatives from Memory Lane Event Center will be present to assist with all wedding day activities beginning 2 hours before your ceremony start time.
- Organize and set up tables, chairs, any photos, bridal portraits, goblets, cake cutting items, guest book, and pen at ceremony or reception
- Oversee event decoration to ensure that setting is laid out as the couple wishes
- Provide Wedding Day Emergency kit
- Distribute and pin wedding flowers
- Line up wedding party and family before ceremony begins
- Cue DJ music during pre-processional, processional and recessional
- After ceremony provide Bride and Groom with water
- Bustle wedding gown after pictures
- Follow through during ceremony and reception to make sure that timeline is follow according to plan
- **Coordinate all reception activities including but not limited to:**
- Lighting all candles on tables in the reception before reception begins
- Cueing DJ to make announcements
- Facilitating the announcement of the bride and groom
- Making the dinner plates for the bride and groom
- Filling champagne glasses before toasts
- Assisting with cake cutting
- Bussing tables during downtime
- Assisting with bouquet and garter toss
- Distributing send off items to guests and facilitating send off of the bride and groom
- Placing an extra meal in the Honeymoon suite for the bride and groom
- Distribute any final payments to vendors the Day of your wedding
- Help with clean up and tear down after the reception is over
- Troubleshoot when needed.
- Load gifts and keepsakes after reception into designated car if necessary

Linens and Rentals

Specialty Linens

Over 100 different styles to choose from including:
Duponi Silk, Pintuck, Burlap, Lace, Satin, Iridescent Crush
and more!

Starting at \$25 depending on style, fabric and size

Economy Linens

**Cotton-Polyester Blend that comes in 40 different colors
including:**

White, Ivory, Khaki, Beige, Navy, Lavender, Blush,
Burgundy and many more!

Starting at \$15 depending on size

All linens and rentals are ordered through Whim Hospitality
in Dripping Springs. For a full list of available items, along
with photos, please see their website:
www.whimhospitality.com

*To schedule a linen consultation, please call or email our office and
we can set up a time to view and decide on linens for your
wedding!*

Memory Lane Professional In-House DJ Service- \$750

- Includes state of the art equipment with a complete sound system for both the ceremony and reception with amps, speakers, PA, and microphones
- Colored Stage & Dance-floor Lighting
- Acts as the MC of the night which includes making all announcements for dances, toasts, etc to insure your event runs smoothly
- Up to 6 hours of full coverage this includes 30 minutes of pre-ceremony music, ceremony music, cocktail hour music, and 4-5 hours of reception music depending on the needs and desires of your wedding.
- Large music selection, providing you with a huge variety of music with over 7,000 songs to choose from!

Additional Upgrade Options

- **LED Up lighting placed throughout the room (\$25 ea)**
- **Custom GOBO lighting on the dance-floor (\$50)**
 - **Options include a single letter initial, 3 letter custom monogram, or custom single letter initial & wedding date**

Wild Bunches Floral

"Flowers with an attitude"

Wild Bunches has been serving the wedding and event industry since 2007. Our floral designers delight in the opportunity to create stunning and unique floral designs to meet each client's vision and style. Wild Bunches pride's itself in outstanding customer service and have been awarded Best of The Knot *Hall of Fame*, and featured in *Bride's Magazine*, *Southern Bride Magazine* and *Style Me Pretty*.

Floral Services Include:

- Experienced floral design team
- Free initial consultation to discuss vision, color schemes and floral preferences
- Follow up design meetings to review and confirm details of selections
- Variety of vases and centerpieces to choose from
- Creation of all ceremony and reception décor
- No Delivery Fees, On Location

Please call 512-858-0868 or email info@wildbunchesfloral.com to set up your free floral consultation!

Get inspired by checking us out on Instagram (@WBFloral) and Pinterest, as well as our website:
www.wildbunchesfloral.com

Basic Package - Sample Pricing*

Some examples of floral used in this package are Roses, Spray Roses, Lisianthus, Stock, Hydrangeas, Daisies (Gerbera & Traditional), Baby's Breath, In-season Greenery (Eucalyptus, Ruscus)

Bridal Bouquet	\$175-200 (depending on size)
Bridesmaids Bouquets	\$85/each
Grooms Boutonniere	\$15/each
Groomsmen Boutonnieres	\$12.50/each
Corsages (Mothers, Grandmothers, House Party)	\$30/each
Boutonnieres (Fathers, Grandfathers)	\$12.50/each
Aisle Arrangements	\$25-35 / each
Table Centerpieces	\$35-55/each

Exquisite Design -Sample Pricing

Some examples of floral used are Peonies, Garden Roses, Anemones, Tulips, Calla Lilies, Orchids, Dahlias, Succulents

Bridal Bouquet	\$200-250 and up
Bridesmaids Bouquets	\$100/each
Grooms Boutonniere	\$20/each
Groomsmen Boutonnieres	\$15/each
Corsages (Mothers, Grandmothers, House Party)	\$40/each
Boutonnieres (Fathers, Grandfathers)	\$15/each
Aisle Arrangements	\$45-55 / ea
Table Centerpieces	\$75 and up

*Pricing may vary based on individual customizations and flower availability.
Tax, Labor, & Set-up Fee not included.*

Memory Lane Bartending Options

As advertised, Memory Lane allows you to bring in all of your own alcohol. We do however require you to go with one of the bartending options listed below or hire bartending services through your caterer to serve your alcohol.

Option One: Memory Lane Event Center **In-House Bartending**

1 -Bartender per 75 people at \$40 per hour/per bartender for a beer and wine bar or (pre-mixed) specialty drink bar

or

1 -Bartender per 50 people at \$45 per hour /per bartender for a full bar

Client must provide all alcohol, cups, ice, coolers, and all other bar supplies.

Option Two: Memory Lane Event Center **In-House Bartending & Set-ups**

\$4.00 (plus tax) per person (for a beer & wine bar) for up to 5 hours

Includes: 1 bartender per 150 people for 2 hours of set-up, 5 hours of service, and 1 hour of breakdown and clean up. Also includes 9 oz. cups for wine, 12 oz. cups for beer, limes, ice, ice scoop, cork screw, bottle opener, napkins, table and linen.

150-Person minimum for this package

\$6.00 (plus tax) per person (beer, wine & specialty drink bar) for up to 5 hours

Includes: 1 bartender per 150 people for 2 hours of set-up, 5 hours of service, and 1 hour of breakdown and clean up. Also includes 8 oz. cups for wine, 9 oz. cups for specialty drink, 12 oz. cups for beer, limes, ice, ice scoop, cork screw, bottle opener, napkins, table & linen.

100-Person minimum for this package

\$8.00 (plus tax) per person (full bar) for up to 5 hours

Additional hours \$35 per hour, per bartender

Includes: 1 bartender per 100 people for 2 hours of set-up, 5 hours of service, and 1 hour of breakdown and clean up. Also includes 9 oz. cups for wine, 12 oz. cups for beer, 10 oz. cups for mixed drinks, sodas, juices, mixers, bottled water, limes, ice, ice scoop, cork screw, bottle opener, napkins, bar table and linen, bar equipment.

75-Person minimum for this package

At Memory Lane Event Center we recommend using our local liquor store for all your alcohol needs and they offer FREE DELIVERY to Memory Lane!!

Star of Texas Liquor and Wine

512-858-7007--Please call or visit their location to discuss this option.