ALBION ROYAL

Weddings & Special Events

COORDINATION INCLUSIONS
Weddings

CLIENT INFORMATION

Client's Full Name: _____

Client's Address: _____

Phone Number: _____

Email Address: _____

EVENT INFORMATION

Event Date: _____

Event Time: _____

Event Location: _____

Event Type:

Proposal ☐ Engagement Party ☐ Wedding ☐

Anniversary ☐ Other ☐

- **Personalized Consultation** – Begin with a one-on-one conversation about your vision, either in person or via Zoom/WhatsApp/Teams video call.

- **Ongoing Communication** – Unlimited email and scheduled phone/video chats from the moment your contract is signed (Monday–Friday, 9 AM–5 PM MST). Note: Los Cabos does not observe daylight savings.

- **Accommodation Support** – Guidance with booking your resort package, if needed.

- **Venue Selection** – Assistance in securing spaces for all your celebrations: Welcome Party, Rehearsal Dinner, Wedding Day, and Farewell Gathering.

- **Budget Guidance** – Help creating and managing your wedding budget, including deposits and vendor payments. (Accommodation and travel not included.)

- **Vendor Recommendations** – Curated suggestions for trusted partners such as florists, officiants, rental providers, photographers, videographers, hair and makeup artists, stationers, musicians, DJs, and more.

- **Contract Review** – Where possible, re-negotiate vendor agreements to keep you aligned with your budget.

- **Design Collaboration** – Support with floral and décor concepts for all events, using photos and mockups. (Floral mockups may incur additional costs to cover materials.)

- **Transportation Coordination** – Arrange transfers for venues, airport arrivals/departures, and group activities.

- **Tours & Activities** – Recommendations and bookings for local experiences to enhance your stay.

- **On-Site Event Management** – Planner plus assistant present for your ceremony rehearsal, rehearsal dinner, and wedding day to ensureeverythingrunsseamlessly.

- **Site Visit & Planning** – Arrange and attend up to two days of site visits with you to define your event style, direction, and flow. We'll also coordinate meetings with creative partners, tastings, and trials ahead of your wedding week.

- **Menu Tasting** – One to two months before the wedding (depending on venue requirements), we'll accompany you to your menu tasting. Many venues offer special room rates and complimentary tastings, though some may charge a fee.

- **Vendor Confirmation** – Four weeks prior, all creative partners are contacted to reconfirm services, and invoices are finalized.

- **Timeline Coordination** – Seven to fifteen days before your first event, we coordinate vendors and partners to align on schedules, roles, and final details.

- **Seating Plan Assistance** – Guidance and support in creating your ceremony and reception seating arrangements.

- **Final Details Meeting** – A video conference four weeks prior to confirm guest needs and remaining details.

- **On-Site Walkthrough** – Upon your arrival in Los Cabos, we'll meet in person, walk through the venues, and collect all celebration elements.

- **Event Timeline & Layout** – A comprehensive timeline and layout prepared 30 days before your first event, submitted for your approval, then shared with all venues and vendors (florist, rentals, musicians, DJ, photographers, videographers, etc.).

Welcome Party and Rehearsal Ceremony & Dinner

- **Dedicated Team** – Wedding planner plus one assistant included. Additional assistants available at $250 USD each (tax included).

- **Ceremony Rehearsal** – Organized and led by your planner.

- **Vendor Management** – Full coordination of vendors per your instructions, with Albion Royal available in person and by phone throughout the day for any queries or final directions.

- **Transportation** – Coordination of requested transfers from pick-up to arrival.

- **Décor & Setup** – Oversight of creative partners and décor installation, including table numbers/names setup and breakdown.

- **Entertainment & Speeches** – Coordination of entertainment and any requested speeches.

- **Vendor Gratuities** – Ensure payment of vendor balances and gratuities.

Wedding Day

- **Dedicated Team** – Your wedding planner plus one assistant included. Additional assistants available at $150 USD each (tax included).

- **Vendor Management** – Full coordination of all vendors according to your instructions. Albion Royal will be on-site and available by phone throughout the day to handle queries and provide final guidance.

- **Transportation Oversight** – Arrange and coordinate requested transfers from pick-up to arrival.

- **Setup & Styling** – Manage décor and creative partner installations at all event sites. Oversee setup and breakdown of table numbers, place cards, favors, toasting glasses, and serving sets per your direction.

- **Floral Distribution** – Organize and deliver personal flowers to the wedding party, family members, and special guests.

- **Ceremony Execution** – Direct the processional lineup exactly as rehearsed the previous day.

- **Reception Flow** – Coordinate entertainment, speeches, dances, and all announcements to ensure a seamless celebration.

- **Vendor Payments** – Guarantee settlement of gratuities and any outstanding balances.

- **Item Returns** – Collect and return personal or rented items to their owners as agreed in advance.

Additional Event Services

Additional Events

- **Event Coordination** – Full planning and management of any additional celebration (such as Welcome Party, Farewell Party, tours, or activities).
- **Team Support** – Wedding planner plus assistant (number of assistants to be determined based on event size).
- **Comprehensive Oversight** – Coordination of all aspects for up to ___ guests, including location, transportation, timeline, menu, vendors, and décor.
- **Vendor Management** – Albion Royal will be available in person and by phone throughout the day to assist vendors with queries and final instructions.
- **Fee** – $500 USD + tax per event.

Additional Site Visits

- **Site Visit Coordination** – Organize and oversee all aspects of a site visit, up to two days per location.
- **Fee** – $500 USD + tax per site visit.