



610.640.2836

835 Lincoln Ave, A-2

West Chester, PA 19380

## The Process

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Congratulations on your engagement! We know how overwhelming it can be in the beginning stages of wedding planning. That's why our packages are built to include all the things you'd expect a wedding caterer to take care of.. and then some! Let our team help make your wedding day dreams come true!

### Get in touch!

Give us a call at 610-640-2836 or send an email to get the conversation started. Include a few details like:

- Venue(s) you are interested in
- Date(s) or time of year you are leaning towards
- Any special requests or specific concerns

### All the Deets

Once we have a general idea of the venues you are interested in, we will send over all of our wedding packages for you to review. From there, we'd love to create a customized proposal based on all the fun and unique details of your event.

Your event specialist is with you every step throughout the planning process! Reach out to them with any questions or for information regarding next steps.

### Ready to Move Forward?

Great! We're so excited to work with you! Your event specialist will guide you through the entire planning process. Here's a quick overview of what you can expect when working with us.

- **Signed Contract** - Your contract will outline all important details including scheduled payments, contact information, and our overall agreement of services.

- **Booking Fee** - A \$1000.00 nonrefundable booking fee is required to secure your event date in our calendar. This payment does go toward your overall balance. We accept credit card over the phone, cash, or check for the initial booking fee only.
- **90-Day Payment** - 50% of your estimated remaining balance is due via check or cash only 90 days before your wedding date.
- **Tasting** - I'm sure we can all agree that one of the best parts of wedding planning is trying the food! For clients at our non-exclusive properties, we offer a private, complimentary tasting at our location in West Chester. You will be able to pick out a selection of appetizers and entrees to try. We can accommodate up to six people total for this appointment so feel free to invite some family members or friends to join you! You may choose to schedule this appointment before or after booking with us - we just need you to be booked with a venue we can work with.

For any of our clients booked with our exclusive properties like The Barn at Silverstone, your event specialist will schedule you for one of our upcoming group tasting events which will include a large variety of menu items. We can accommodate up to four people for this style tasting so feel free to invite some of your family members or friends to join you!

- **Final Meeting** - As we get closer to your wedding date your event specialist will reach out to schedule your final meeting. We usually like to schedule this appointment about 60-90 days before your wedding. We can do this in person at our location in West Chester or remotely via phone call or Zoom. This is where we really get down to the nitty gritty! We will go over all the details of your special day including timeline, floor plan, menu selections, and more. Nothing is off limits! Our event specialists will help guide you through these final decisions and will provide helpful tips on what they think works best at your venue or events they've seen in the past.
- **Final Count** - Your final guest count is due to us 21 days before the wedding.
- **Final Payment** - Once you have given your event specialist your final count, they will adjust your invoice accordingly and then final payment will be due 14 days before your wedding.
- **Day Of** - Yay, your wedding day is here!! Rest assured that the only thing you'll be worrying about that day is celebrating your love. All of our couples have an event manager who is assigned specifically to their event. This may be your event specialist or one of our other coordinators. Either way, they will sit in on your final meeting and be there from setup to cleanup on your wedding day. Our event managers are happy to coordinate your ceremony as well as the timeline for the whole day and will help with setting up some of your personal items like your card box or party favors. They will also make sure that you have nothing to worry about at the end of the night. Our staff handles all the cleanup and will take care of loading up your car with any leftover alcohol and your personal items. We'll even make sure you get a little doggy bag filled with all the yummy food we served at your wedding!