

Notes:

RSVP: 153 (including bride/groom)

18 are children

MIGHT WANT LIVESTREAM – Megan says a livestream should work well in their facility. Their Wi-Fi is generally very reliable, and don't anticipate any issues with connectivity. The Wi-Fi information will be provided as we get closer to the event.

Venue: New Life Church West Little Rock (\$775)

Megan.King@newlifechurch.tv

Emily Bezet: emily.bezet@newlifechurch.tv (point of contact until Megan returns from Maternity Leave)

- 6PM Ceremony
- Deposit of \$100 paid
- Remaining balance of \$600 to be paid 2 weeks prior to the time of the wedding. This fee is \$200 room for rehearsal dinner, \$300 cleaning fee M18, \$200 WLR Staff Member fee
- Pastor Matt Stuart
- Guests and wedding parties must be out of the church building by 11:45 on Friday evening. The couple wants to be out of the space between 9-10pm
- The chapel can accommodate 150 guests
- Entrance is through the office side of the building and is equipped with lighting and sound. A production tech is required when using the Chapel.
- The office are off limits
- The Main Foyer accommodates larger receptions. Permission must be obtained from the WLR Staff before moving any furniture or décor
- The bridal party is responsible for all setup and tear down. They partner with M18 (which is part of the fees for setup and tear down) but wedding party has to have the room returned to its original condition. They must also clear the grounds, patio, and sidewalks of all trash including sweeping or blowing the sidewalk.
 - M18 will take out the church chairs and any furniture per their request. They will setup and tear down all tables. We are responsible for setup/tear down of anything that we bring in.
 - Furniture may be moved and temporarily stored in the hallway as needed. This would need to be handled by family members, friends, the wedding party, or any staff hired by the couple. Their team is unfortunately not able to provide setup and teardown services for wedding events.
 - All existing furniture, along with any tables, chairs, pipe and drape, or other event items brought in by the couple, will need to be set up and removed by the couple's team. Following the event, any church furniture that was moved will need to be returned to its original location.
- **Inventory confirmed available to borrow:** 10 60" round tables, 30 6' rectangular tables, 100 black folding chairs, 30 black 5'x10' pipe & drape sections, 16 pole sets with bases. Church will bring it all out for your team to set

up. Kalin's currently planning to use the 10 round tables, ~6 rectangular tables, some of the church's drape as tablecloths, plus a couple of the foyer tables.

- Piano stays on stage and can be used during the ceremony (draped, since moving/retuning would run ~\$1,000). Production/music materials are due 3 weeks before the ceremony.
- **Pipe & drape placement:** One section between the front double doors (in front of the columns, with their table + drape as a backdrop), and possibly a second blocking off the hallway to the offices. Exit through the front doors is approved.
- The kitchen may be used for food serving and storage. The refrigerator and prep areas are available for use. cooking on-site is not permitted.
- **chair reset responsibility:** Kalin had assumed that since the church is removing its own chairs from the chapel to make room for your rental chairs, she wouldn't have to move them back. Megan corrected that: per the signed venue agreement, the bridal party is still responsible for full teardown/reset, including putting the church's chairs back in the chapel. M18's cleaning time does not cover resetting the room.
- The venue does not provide dishes, utensils, serving pieces, flowers, tablecloths, candles, candle lighters, communion items, etc
- The chapel can be available to decorate on Friday but needs prior approval. Rehearsals can be held the day before.
- A room is available for the ladies of the bridal party to dress as early as 8AM. A space for the groomsmen is only available to gather prior to the wedding
- Decorations are not to be hung from stage set pieces or on walls. Candles only allowed on reception tables and strictly prohibited in the chapel. If using fresh flowers the furniture and floors must be protected from moisture and soil with heavy plastic. Florists must know there is little refrigeration on-site
 - No rice, birdseed, glitter or confetti allowed inside or outside. Bubbles and sparklers are used only on the outside patio (need to check the Pulaski County Burn Barn)
- No alcohol allowed on site. No lude or provactive dancing will be tolerated
- If there is need for equipment/technician support the couple needs to contact Kristie.moore@newlifechurch.tv. They require a copy of the service order at least two weeks before the night of the rehearsal, this includes all music for ceremony and reception
 - If couple wants to run video or slides on the screens it must be formatted using .mov, .mp4, jpeg, or .png. All files need to be submitted on a flash drive or via a link to a downloadable version. Powerpoint is not supported
 - All video on a phone must be in landscape
 - No lapel microphones will be available but the sound technician on site can help with the rehearsal and ceremony needs. They will have other mics available
- Can move couches in the foyer but must be moved back
- Aunt Tammy can be kicked out for being drunk
- Front desk: The Welcome Center will serve as the hub for dancing, with the DJ positioned at one end of the room and the dance floor located directly in front of him beneath the large chandelier.

Catering: Marketplace Grill (\$2,722.56)

sydney.camp@marketplacegrill.com

- Deposit of 25% (\$592.16) - PAID
- Remaining balance of **\$2,130.40** due 10 days before the wedding (9/8)
- Gratuity is separate and not included in the total
- Guest count finalized at **129** (per 9/8 planning call)
- \$15.50/person for 129 guests (Level 2 Served Buffet)
 - + 13 gluten-free turkey filet plates at \$8.50 each
 - Menu includes bolognese pasta, pesto chicken pasta, garlic mashed potatoes, green beans, rolls (13 gluten-free), drinks, plus a peach cobbler noted specifically for the groom (Kalin's gift to Andrew)
 - **The caterer cooks at the restaurant and transports in warmed Cambro boxes; kitchen use limited to leftover prep/packaging and some dishware cleaning, with staff approval**
 - Sydney's team arrives 1 hour before food service; served buffet (staff plates and hands to guests). Kalin providing plates, napkins, silverware, cups, 6ft rectangular tables, and tablecloths (Sydney's linens too small for full tables)
 - Sydney sending 3 staff members
 - Dedicated day-of event coordinator assigned closer to the date
 - We will have plates on the table with a napkin on top for guests to then bring to the buffet table
- The venue does not need to connect with any caterers beforehand. As long as they are just bringing food and serving usually they are pretty easy! If they would like to see the space though they are more than welcome to set up a tour time and I can meet with them and go over the details.
- Cancellation policy: once signed, all deposits are non-refundable
- Pricing is subject to change if the menu or guest count changes, and substitutions can happen due to seasonal availability
- **Service window is only 3 hours total (1 hr setup, 1 hr dinner service, 1 hr cleanup) — additional hours run \$50/attendant/hour**
 - Staff will arrive 1 hour before Food Serve time. So if your Timeline has Buffet open at 7:20pm, we will arrive at 6:20.
 - 3 staff members on-site

Rental: Eventology (\$864.24)

(501) 786-2689 eventologyus@gmail.com

- Deposit of \$504.46 due at signing
- Remaining balance is due 7 days before the event
- Any changes to the order are due before 10 days of the event
- Any rental items with a custom color is due within 30 days
- Chairs + linens - client will-call, no delivery

- o 130 white resin folding chairs \$325
- o Wooden plank wall \$100
- o Linens (15 count) \$210
- Rental date 9/18
 - o Rental will-call pickup: Friday 9/19 from 9AM-3PM (Kalin/Andrew responsible - no Eventology delivery)
 - o Return window 9/21 from 9AM-5PM (Kalin/Andrew responsible)
- All dinnerware, glassware, flatware, serveware and catering equipment must be rinsed and free of food prior to pickup. Items must be placed in rack for pickup.
- Linens should be shaken of any food debris and placed in the linen laundry carts/bags
- Eventology requires LED candles only
- Eventology is NOT setting up or delivering chairs. Kalin/Andrew handle pickup, transport, and placement themselves. I'll help organize chair setup in the chapel and do an end-of-night count, but I'm not liable for damage/loss per our contract (setup of rentals not belonging to Heirloom is outside our scope) — flagged this to Kalin 7/2.

Photographer: Tyler Rosenthal

Tyler Rosenthal: info@tylerrosenthalphotography.com

- 6 hour package
- 1 shooter
- Gallery delivered in 10-12 weeks with 500-900 images | sneak peeks are just a handful after the wedding
- No dietary restrictions

DJ: Payton Crawford:

music cannot be explicit but the DJ is familiar with their guidelines.

Florals: Cabbage Rose (\$1,580.49)

501-664-4042 | www.cabbageroseflorist.com

- Bridal bouquet: small/medium hand-tied, white daisies with dark centers, baby's breath, eucalyptus, ivory ribbon — \$130
- Bridesmaid bouquets (5): smaller version of bridal bouquet, ivory ribbon — \$375 (\$75 each)
- Aisle markers (6): three-sided lomey dish arrangements, white hydrangeas, carnations, mixed greenery — \$900 (\$150 each)
- \$1,000 already paid
- \$580.49 balance remaining
- Order only covers bridal/bridesmaid bouquets and aisle markers — no boutonnieres/corsages (groom, groomsmen, parents) or the memorial flower for Kalin's grandmother's seat are itemized here.