Alexandrea Guiritan & Oliver Berganos: Saturday, April 24, 2027

agberganos@gmail.com (224) 789-0219 + (773) 733-2800
4730 N Hermitage Ave Apt 3F, Chicago IL 60640

Notes:
Guest Count 130-150 people
Colors: sage/green/white/black/maybe blush

couple has a working shot list - make sure it is shared with photographer as we get closer

The Arbory: ($10,500)
Shay Moran: Shay@thearborychicago.com (773) 217-9748

- Deposit of $5,250 was paid 2/14/25
- Remaining balance of $5,250 due 3/24/27
- 2219 W Grand Avenue, Chicago
- Clients need to have COI / event insurance of 1 million dollars
- Coverage can begin at the Arbory at 1PM (Shay gave permission)
- Rental hours 6-12AM | overtime rates $100-$250 an hour
    - 6-7PM Cocktail Hour
    - 7-Mid Reception
- Optional Enhancements not yet included:
        - Uplighting 40x lights = $1,200
        - Video & Photobooth = $250
        - Disco Ball = $350
        - Parking Lot Rental = $500 (unsure if they want to add this or not, says most guests will likely uber)
- Rehearsal is not guaranteed and based on availability. It will be confirmed two weeks before with a fee for $250
- West Side of the venue for cocktails and dancing while the ceremony and dancing is in the skylight room
- Ten screens are provided to hide pre-set tables OR we can hire a team for pipe and draping
- Includes 200 wood chairs, 8x42 wood tables, (2) 6 x30 wood tables, 4 hightop tables, 4 low cocktail tables, lounge/soft seating sets, DJ booth, plants, kitchen prep tables, pre-installed Italian café lights, sound, access to private green room/wedding suite
- DIY décor must be pre-approved by the venue. Ladder to be used has to be by someone who is insured with a COI. Early setup access begins at $200 an hour
- No nails, screws, staples, penetrating items used on the walls, floors, or ceiling. No sparklers allowed
- No glitter, foil, or paper confetti, loose candy or similar items. Only low tack tape is allowed on the walls and floors.
- Candles are permitted but must be self-contained with no open flame to prevent wax from dipping on furniture and floors. Wood tables used for buffets must have linens.
- There is no vendor parking available
- We can get ready in the space for $250 an hour 3-hours before the event

Catering: Cocina Fusion ($24,781.12)
Juliana Barrientos: TBD contact information

- Deposit of $6,195.28 paid
- Final amount (estimated $18,585.84) due in full 15 days before
- Final guest counts + allergies due 15 days before
- *Known allergies with guest's name are due at this time –include table number, name, allergy
    - Made a note for all allergies – give us a backup copy
- 3 hours for setup | 1 hour cleanup
- Event Time Frame: 5-11PM
    - 5:30 – 6:30PM Cocktail Hour
        - Spinach & cheese empanadas
        - Mini chicken taquitos
        - Round brioche steak with spinach & potato foam
        - Mini crab cakes with siracha mayo
    - 6:30-8PM Plated Dinner
        - Caesar salad
        - Chimichurri steak + chicken Florentine
        - Sides: double baked potato cups + grilled asparagus
            - Vegetarian: stuffed poblano pepper
- Caterer will provide food, linens, chinaware & silverware, bar glassware upgrade, water glass, wine glass, champagne glass
- Includes a mixer package only. Bar service will end 30 minutes before the scheduled end of event | 2 bartenders
- Are you having open flame? (anything with wax or burns is $50 per linen)
- If extra time is needed bartender if $35hr and staff $35hr, will be paid in cash to onsite Event Manager
- No leftovers are allowed
- Does not provide sweets, cake or late-night snacks
- Non-refundable and no refunds

Photographer: Frankie Isabel Photography ($7,500)
Francisca Figueroa: hello@frankieisabel.com

- Deposit of $4,075 paid
- Second payment of $1,358.33 due July 24, 2026
- Third payment of $1,358.22 due October 24, 2026
- Fourth payment of $1,358.34 due January 24, 2027
- 8 hours of coverage | 2 shooters with a film package
- Photo Overtime hours is $250
- Film Overtime hours is $500
- Final delivery sent within 8 weeks of shoot date | sneak peeks 48 hours. 800 photos delivered + 200 film exposure

Floral: Sprout Home ($4,003.16)
Callie FitzGerald (Head of Floral Design, Callie@sprouthome.com)

- Deposit of $2,001 (50%) due at signing

- Final balance due 1 week before wedding date
- Color story/inspo: classic, soft, organic
- Items booked: bridal bouquet ($90), Bridesmaids bouquet $50 (x7 - $350), Grooms Bout $30, FIL boutonnieres $25 (x2=$250), corsages $30 (x2=$60). Asymmetrical arch x$600, candles $900, bud vases 1 per table @ 20 each (x18 - $360)
- Sweetheart table at alter and long reception rectangular tables
    - Projected timeline:
        - First Look 2-3PM
        - Ceremony 5PM
        - Cocktail Hour 6-7PM
        - Reception 7-11PM
- Booking with sprout includes two meetings at Sprout Home and general correspondence free of charge. They offer 3 complimentary proposal revisions any extras will be billed at $85 per hour
- If mockups are needed it will be an added cost and added to the final bill
- None of the items in the current proposal are rentals aside from the pedestals on which the florists are constructing the altar arch. Everything else, i.e. bud vases, candles, etc are the couples' to keep and do with what they please. We will deconstruct the arch at the end of the night, and any florals left behind can be either kept, given to guests, or we can dispose of them
- We need table quantities finalized one month prior when they have a final meeting. Though the "small quantity" change can be up until the final balance is paid. So one week prior would be the deadline!

DJ: Vestus Entertainment($2,900)

- Deposit of 20% paid on 12/15/25
- Final payment due 7 days before wedding
- Recommended tips are between 15-20%
- 6 hours of music in the same room
- Equipment: 2 speakers, LED party lights, 2 wireless microphones + ceremony setup
- Start Time is 5PM – End time of 11PM
- Setup will be complete by 5PM



Mother of Bride	Laura	**Mother of Groom**	Emma
Father of Bride	Andy	**Father of Groom**	Wency
Matron of Honor/Sister of Groom	Melanie	**Officiant**	Mike
Maid of Honor/Sister of Bride	Mira	**Best Man**	Cristian
Bridesmaid/Sister of Groom	Chelsea	**Groomsmen**	Liam
Bridesmaid	Vivian	**Groomsmen**	Marcus
Bridesmaid	Rubi	**Groomsmen**	Edwin
Bridesmaid	Adriana	**Groomsmen**	Tommy
Bridesmaid	Amy	**Groomsmen**	Geo
		Ring bearer/nephew of	Mikey

		Groom	

Ceremony (~30 minutes)

Note: Flip traditional placement (bride on stage right and groom on stage left - bride's good side is her left side lol)

Items prepared at altar:

- *2x roses*
- *Cord*
- *Candle*
- *Lighter/matches*
- *2x vow books*
- *Rings with ring bearer*

1. Processional (5 minutes)
    a. Officiant Mike and Matron of Honor Melanie
    b. Song 1: Mom, Dad, Oliver *Golden Hour by JVKE*
    c. Pair #1 - Mira and Cristian
    d. Pair #2 - Vivian and Tommy
    e. Pair #3 - Chelsea and Geo
    f. Pair #4 - Adriana and Edwin
    g. Pair #5 - Amy and Marcus
    h. Pair #6 - Rubi and Liam
    i. Song 2: Mom, Dad, Alex *Turning Page by Sleeping at Last*
2. Officiant opening remarks (2 minutes)
    a. Mike opens
    b. Mike introduces Melanie, Matron of Honor/Sister of Groom
3. Rose ceremony (3 minutes)
    a. Melanie: The love that Oliver and Alex feel for one another is a seed that their parents planted in their hearts years ago – and today it has blossomed. Today, as they embrace each other in their love, they also embrace the families, which have come together on this happy occasion. As a sign of their love for their families, Oliver and Alex would like to offer these roses to their mothers as symbols of their eternal love.These Roses are a promise that no matter how far away you are – that you are not forgotten and that you are always in their hearts.
    b. (Instruction: GROOM/BRIDE and GROOM/BRIDE present a flower to Oliver's mother first, and then to Alex's mother.)
4. Cord ceremony (3 minutes)
    a. Mike: Oliver and Alex, I invite Mira and Chelsea to place a cord over you. This cord symbolizes an infinite bond of love you share that keeps your relationship strong in the face of adversity, as well as that you both are no longer two, but one in marriage. May

this cord remind you to face your life together courageously and to be mutual in support of each other in carrying out your duties and responsibilities as a couple. And, may your love grow stronger and bind you closer together through the years.
    b. (Instruction: Mira will place the cord over BRIDE's head and rest it on his/her shoulders, while Chelsea will place the cord over GROOM's head and rest it on his/her shoulders.)
5. Removal of cord (1 minute)
    a. Officiant: I would like to call Mira and Chelsea to remove the cord and veil.
6. Exchange of vows (6 minutes)
    a. Alex (3 minutes)
    b. Oliver (3 minutes)
7. I do's (3 minutes)
8. Exchange of rings (3 minutes)
    a. Ring bearer brings rings
9. Unity candle (3 minutes)
    a. Liam: Today you have decided to share the rest of your lives with each other. This beautiful union is now symbolized by the lighting of the Unity Candle. The candle you are about to light is a candle of Marriage.
    b. The individual candles represent all that you are and all that you have been until this moment. It is a candle of Unity because both candles must come together to create the new light. Its fire is miraculous because it represents the light of two people in love. This candle is also a candle of Commitment because it takes two people working together to keep it ablaze. GROOM/BRIDE and GROOM/BRIDE please light the center candle to symbolize the union of your lives.
    c. Liam: Today, as you have lit this candle, may the brightness of the flame shine throughout your lives together. May the twinkle of this one light be a testimony of your union. May this candle burn brightly as a symbol of your love and commitment to each other.
10. Officiant closing remarks (2 minutes)
11. Kiss (1 minute)
    a. You may kiss your spouse.
    b. I would like to introduce the happy couple, Oliver and Alexandrea Berganos
12. Recessional
    a. Dive by Olivia Dean

Speeches

1. Bride and Groom welcome speech with champagne (3 minutes)
2. Mother of the Bride - Laura welcome toast (3 minutes)
3. Mother of the Groom - Emma (3 minutes)
4. Best Man - Cristian (3 minutes)
5. Bridesmaid - Vivian (3 minutes)

Special Dances

1. Bride and Groom First dance (1.5 minutes)
    a. *Japanese Denim by Daniel Caesar (0:00-1:39)*
    b. Transition immediately to bonus dance
    c. Cue Cathy and Justin to grab sticks for tinikling
2. Bride and Groom Tinikling (2.5 minutes)
    a. *Tinikling by Bayanihan Philippine Dance Company (whole song)*
    b. Pause for applause then open dance floor
3. Open dance floor
    a. *Bailando by Enrique Iglesias*