HEIRLOOM WILL NOT USE ANY TOAST WEDDINGS PHOTOS OR VIDEO FOR PROMOTION WITHOUT TOAST'S PERMISSION (PERSONAL USE ONLY PER THEIR CONTRACT).

Natalia Dabrowska & Ryan Dubanowich: October 16, 2027

Natalia: 8234 W. O'Connor Dr., River Grove, IL 60171
Ryan: 250 Southcote Rd., Riverside, IL 60546
Natalia: nataliaryan2027@gmail.com | 708-833-3524
Ryan: nataliaryan2027@gmail.com | 708-577-0401
Package: Partial Event Management (Day-Of Coordination)
Wedding website: XXX

Notes:

- Saturday, October 16, 2027
- Est. 170 guests (venue guarantee is 150 adults)
- Ceremony: 1:00 PM Catholic Mass at St. Mary's. The church coordinator runs the ceremony, greets photographers and florists, and leads the rehearsal
  - Signage, programs, etc. are turned in at the rehearsal and set out by the church coordinator the morning of
  - Church may help organize an exit (bubbles, etc.). Confirm with St. Mary's or assign a bridesmaid
- Cocktail hour, dinner + dancing: Royalty West Banquets, Grand Ballroom (cocktail hour starts at 4:00 PM)
- Heirloom planner heads straight to Royalty West to oversee setup while St. Mary's handles the ceremony

Venue + Catering + Bar: Royalty West Banquets (est. $15,100)
Christina Koch | (708) 839-5200 | info@royaltywest.com (direct email: XXX)
8675 S. Archer Ave., Willow Springs, IL 60480 | Fax (708) 839-5239 | royaltywest.com

- Deposit of $2,000 paid in cash at signing (3/21/26)
- 2nd payment: date and amount are blank on the contract. The back of the contract (#10) says Deposit #2 is due about halfway between the first deposit and the wedding, which lands around early January 2027, and that the event is considered cancelled if it isn't paid on time unless management approves in writing. What is the 2nd payment amount and due date? Can we get it written on the contract?
- Balance + menu selection due on or before Wednesday, 10/6/27
  - The fine print (#3) also says final payments are due during or immediately following the event. Which is it? We'll plan on 10/6/27 unless told otherwise
- Accepted payment methods? Is there a card fee?
- Unpaid balances accrue 1.5% interest per month
- Need to be aware of:

    - Tasting: XXX (when, and how many people are included?)
    - Final guest count: 10 days out (Wednesday, 10/6/27). It can't be reduced after that
    - Balance + menu selection: 10/6/27
    - Final walkthrough: XXX
- Package: Plated Prime Rib, Salmon + Chicken at $92 per adult, $35 per child (ages 4 to 12), plus tax and service charge
    - Guaranteed 150 adults. The final bill is based on the actual count or 150, whichever is higher
    - Sales tax is 9.25% (as of signing)
    - Service charge percentage is not listed anywhere on the contract. What is it, is it taxed, and is it gratuity for staff?
    - At 150 adults: $13,800 food + beverage, about $15,076 with tax (service charge not included)
    - At 170 adults: $15,640 food + beverage, about $17,087 with tax (service charge not included)
    - Side note: if the service charge is 20% (and taxed), the all-in would be about $18,092 at 150 and $20,504 at 170. We'll update this once we know the real rate
- Exceptions/special requests written in: sweet table, appetizers, wine. Wine included on the tables (red + white)
    - Part of this line looks crossed out on the contract. Can the venue confirm exactly what's included?
    - What does the package include beyond the entrées (salad/soup, sides, cake, coffee)?
    - Is a full bar included? How many hours, and how many bartenders?
- Timeline (Grand Ballroom is contracted 4:00 PM to 11:30 PM):
    - 3:30 Earliest access (possession is 30 minutes before start time)
    - 4:00 Cocktail hour
    - XXX Dinner, toasts, dances, open dancing
    - 11:30 Event ends. Everyone must be out within 30 minutes (midnight)
    - Extra time is billed in 15-minute increments at the prorated total lease fee
- Setup gap: with 3:30 access and a 4:00 cocktail hour, there's only 30 minutes for décor, florals, place cards, etc. Can our team and vendors get in earlier for setup? Is there a fee?
- Vendor rules: what time can vendors arrive, and is a COI required from outside vendors (Heirloom, Toast Weddings, florist, DJ)?
- You're responsible for any damage caused by your guests and your vendors during setup, the event and teardown
- Décor must meet fire department rules. Nothing can be attached to ceilings, walls, partitions or curtains without management approval. What's the candle policy?
- No outside food or beverage without written approval. If something is brought in, you're charged the venue's full price for it plus service charge and tax

    - Is there a cake cutting fee, or can you bring in a cake or desserts from an outside bakery?
- The venue isn't responsible for items left behind (cake toppers, gifts, décor, vendor equipment). Plan who takes everything home at the end of the night
- How much are vendor meals? (Toast Weddings needs 3; plus the Heirloom planner and DJ)
- Can you send any banquet policies, décor packages and the full menu so we can document everything on our end?
- Name spelling: the names written at the top of the contract don't match your legal names (the signed names are correct). Let's ask Christina to correct them on her end

Photography + Videography: Toast Weddings ($5,035)

Anastashia Madueno | 833-888-6278 | anastashia@toastweddings.com (also hello@toastweddings.com)

PO Box 3723, Stateline, NV 89449 (business address only, no payments sent here)

- Payment 1 (50%): $2,517.50 due at signing (signed 11/9/26). Was this paid?
- Payment 2 (50%): $2,517.50 due 14 days before the wedding (Saturday, 10/2/27)
    - Totals include a $10 ACH fee per payment. ACH is the cheapest way to pay. Invoices with payment links come by email
    - The proposal also lists "Due on effective date $5,035." The payment schedule says 50/50, so let's confirm with Anastashia
- Includes a 15% multi-service bundle discount ($885)
- Photography:
    - 8 hours, 1 photographer (2 cameras). Hours are continuous
    - Additional photographer for 4 hours (2 cameras). Hours are continuous
    - 600 edited color photos in a digital gallery, delivered within 30 days (by 11/15/27)
    - Photo revisions aren't complimentary unless Toast made an error
    - No album included. Album (20-page 8x8) was offered as an add-on
- Videography:
    - 8 hours, 1 videographer (2 cameras, 2 microphones). Hours are continuous
    - 5-minute highlight film with 2 rounds of revisions. Revision requests are due within 2 weeks of receiving the film or they're forfeited
    - Documentary edit: full ceremony, speeches and special dances (no music or voiceover, no revisions). Getting ready, cocktail hour and open dancing aren't included
    - All video delivered within 60 days (by 12/15/27)
- Coverage window: with a 1:00 PM Mass and an 11:30 PM end, 8 continuous hours won't cover the whole day. What start and end times are you planning? We'll build this into the timeline

- Overtime (day-of rates): $350/hr photographer, $250/hr additional photographer, $350/hr videographer
- Meals: 1 meal required for each Toast team member (3 meals). We'll include them in the Royalty West vendor count
- Travel: unlimited locations. Total mileage between locations over 30 miles may add a fee. Parking and tolls on the day are billed to you
    - Where is getting ready? St. Mary's to Royalty West should be well under 30 miles
- Exclusive vendor: no other paid photographers or videographers at your locations that day. Keep this in mind if you book a content creator
- Image rights: Toast owns the copyright. You have a personal-use license (social media, personal sharing) with credit to Toast each time
- Rescheduling: Toast will try to accommodate a new date and payments carry over. If they can't make the new date, it's treated as a cancellation
- Services added after booking may cost more, and items can't be removed once signed

Ceremony: St. Mary's ($XXX)
Church coordinator: XXX | XXX | XXX
Address: XXX

- What is the church fee and when is it due?
- Rehearsal date and time: XXX
- Photography/video rules during Mass: XXX

DJ: XXX ($XXX)
Contact: XXX

- Needs Royalty West approval for arrival time and any COI requirement

Florist / Décor: XXX ($XXX)
Contact: XXX

- Delivery and setup times need to fit Royalty West's 3:30 PM access unless earlier access is approved

Hotel Room Block: XXX
Reservations: XXX

- Heirloom sets up room blocks for free. Do you want a block near Royalty West for out-of-town guests?
- HAYLIE QUESTION: Should we open a courtesy block near Willow Springs/Riverside through TRBS?