

DEADLINES

- This Decor Instructions document is due 4 weeks before the wedding and must be finalized 2 weeks out.
- Changes made after this time are at the risk of the client and subject to staffing increases and availability.
- For each category, please list all décor items and indicate if you are bringing them or if they are rented and if rented, from where. If you are bringing something beyond our scope of service, please indicate who will be managing that item or indicate that you would like to add this to your services through an addendum and additional payment.

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TIPS FOR FILLING OUT DECOR INSTRUCTIONS (the most streamlined weddings have done the following):

- Use adjectives (silver votives vs. votives)
- Insert photos for faster reference when in a flurry on the wedding day
    - We will set things up as close to your photos as we can, but things may be altered due to space or timing limitations
- Insert photos for faster reference when envisioning an element in a particular way so your planner can execute on your behalf.
- "Provided by" is the Wedding Pro, client, or another representative responsible for bringing this element to the event. "Managed by" is the Wedding Pro, client, or another representative responsible for setting up the element at the event. Teardown is the Wedding Pro, client, or another representative responsible for breaking down and packing up this element at the event.

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TIPS FOR PACKING:

- Label your items with sticky notes (location, preferences, etc.)

- Pack by grouping: ceremony in one box, reception in another. Label the outside of your box so we know what is inside while sorting and unloading.
- Place tiny stickers on the bottom of your items so we know they are yours and not rented
- *Limit what you bring to 2-3 Rubbermaid storage containers.*
- *Unwrap everything and remove price tags or anything that would show (even stickers on the bottom of clear vases)*
- *Assemble everything (easels, candle battery stickers, etc.)*
- *Put escort cards in alpha order (this is the most critical aspect of packing!)*

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AGREEMENTS & REMINDERS

- If assembling and unwrapping are not possible until delivery at the venue, you'll need to designate someone to do this before our arrival and manage these items, or we will need to factor them into our timing and possibly adjust staffing.

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- At a minimum, if the above-italicized instructions are not followed, we may not be able to place all the items but will do our best with the time we have.

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- At times, wind, rain, or other elements don't allow us to use everything you bring. We will use our best judgment.

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- On the wedding day, BURST Event Co assists in the following: set up and break down of the welcome table decor, gift table decor, escort card display table, free-standing signage, menu cards, programs, guest book, wedding favors, cake cutting set, and toasting flutes; overseeing vendors, decorators, and staff at ceremony and reception sites; providing an emergency kit; managing the flow of the ceremony and the reception; and assisting family with gathering personal ceremonial items and leftover food.

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- On the wedding night, BURST Event Co will deliver your personal items back to an onsite hotel room (within 1 mile) or load them into a designated vehicle. Any additional trips or trips outside 1 mile will incur an additional fee as listed on your change of order document, which will need to be approved by your WDDM or approved by you ahead of time.

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- The services shall not include any of the following: setup and breakdown of tables and chairs; bussing tables; trash removal; venue sweeping, vacuuming, mopping, and any other cleaning; floral or centerpiece service unless booked as an additional service; anything requiring a ladder or electrical service; emceeing; family, wedding party or guest mediation; completing do it yourself projects; cutting wedding cake; serving alcohol; providing transportation or any other services not referenced above.

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- For every *one* car it takes to get things to the venue, it usually takes *two* cars to remove from the venue. The organization is not as precise during the limited time of a breakdown and items multiply due to food, cake, and gifts. Please have cars and drivers willing to load items if your hotel suite is not onsite or within 1 mile of the venue.

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- Please designate cautious drivers that will limit the risk of things breaking on the way home. Once an item is packed by our team, we are no longer responsible for its well-being. Please be reminded that many hands touch the items and things happen in transporting and storing items due to handling, temperatures, etc.

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- It’s not uncommon for items to go missing at the end of the night when a well-meaning guest takes something during clean-up, thinking it was left behind by accident. Therefore, we are not responsible for lost or stolen items and ask that you please check with friends or family until the item shows up.

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