



# Weddings Getting Started

**Step 1 Venue** The first step to working with your caterer is to decide where you'd like to have your wedding reception. The venue you choose will drive a lot of your other decisions like number of guests, time of day, type of menu, etc. Masterpiece Events has twenty years of experience working with venues throughout metro Atlanta and north Georgia, and our knowledgeable staff can assist you in selecting a location that is best suited for your particular needs and desires.

**Step 2 Time of Day** Next, you'll need to determine the time of day and the type of event you'd like to have. This will guide us as we determine the types of menu items that are most appropriate for your special day. Here are some simple guidelines:

**Casual/Semi-Formal Day Wedding** morning or afternoon, before 5:00 pm

Type of menu: Brunch, Luncheon, or Light Hors d'oeuvres

**Casual/Semi-Formal Evening Wedding** after 5:00 pm

Type of menu: Heavy Hors d'oeuvres; enough food to be considered a full meal but food is served either buffet style or sometimes in stations.

*Casual wedding receptions typically do not require 100% reserved guest seating and therefore, do not require place cards.*

**Formal Day Wedding** high noon

Type of menu: Brunch or Luncheon

**Formal Evening Wedding** after 5:00 pm

Type of menu: Seated Served Dinner

*Formal wedding receptions typically require reserved seating for each of your guests; guests may be given a choice of entrees which are selected when they RSVP to your invitation*

**Buffet Dinner** after 5:00 pm

A buffet dinner can be considered a compromise of both casual and formal. Typically, a buffet dinner still requires 100% reserved seating for your guests but because food is served buffet style, guests may choose their own entree and portion sizes. Masterpiece Events has a special tradition for Buffet Dinners. The salad is pre-set so all the guests start their meal at the same time.

*Keep in mind that if your ceremony will be held in the same venue as your reception, turn time for the room is significantly longer for a formal meal than for hors d'oeuvres.*



**Step 3 Proposal & Tasting** Once we have an idea of the type of reception you'd like to have, we will send you some appropriate menus to review. Our award-winning chef will work with you to develop a custom menu that suits your taste and budget and is appropriate for the time of day and type of event. Then, we'll send you a proposal that includes your menu, beverages, required service staff, and any other specific requests that you have made. In order to make an informed decision, you will probably want to make an appointment to come in to our food studio for a complimentary tasting and one-on-one discussion with our chef. Most couples know by the end of the tasting if Masterpiece Events is their choice of caterer for their big day.

**Step 4 Secure the Date** In order to secure your wedding date on our calendar, you will sign a one-page agreement regarding the details of your event and make a deposit of 25%. Then, you'll receive our wedding planning documents that will help you document and organize your other choices for the big day.

**Step 5 Planning and Coordination** Now the real fun begins! There are a lot of details to work out in planning for your wedding day, and we're here to help you. Masterpiece Events offers an array of services to assist you in planning your special day. We believe that attention to details is the key to executing an extraordinary, worry-free event, and we take particular pride in the quality of services offered by our experienced event coordinators.

#### Services Included with your Catering Package

**Menu Planning**-Consultation with Catering Staff to craft a menu that is tailored to your desires and budget for the event.

**Venue Selection**-Assistance with selecting a venue for the event, if needed

**Layout**-On-site walkthrough where we diagram the layout for table placements and staging on the venue floor plan

**Vendor Recommendations**-Recommendations from a selective list of wedding vendors, as needed

**Vendor Coordination** - Interface with your vendors prior to and on the day of your event

**Wedding Cake Service** - Complementary cake cutting and service

**Excellent Communication** throughout the planning process

## Rehearsal/Wedding Day Coordinator Package

(pricing available upon request)

Our wedding coordinator package is the best deal in town. It includes up to 12 hours of the following professional services provided by one of our experienced wedding coordinators (additional time is billed at a reduced hourly rate):

### Before the Wedding

- Meet** with bride to discuss ceremony components and placement of wedding party
- Suggest** vendors as needed
- Provide** guidance regarding etiquette
- Establish** a wedding day schedule & Master Plan
- Send** itineraries and information/confirmation letters to vendors
- Follow up** vendor calls one month prior to wedding and week of wedding
- Confirm** access and any other requirements with Venue
- Direct** Rehearsal

### Wedding Day

- Serve** as Point of Contact (POC) for all vendors
- Execute** all wedding plans and details with vendors and guests
- Pin** flowers on attendants and distribute bouquets
- Assist** bride, groom, and wedding party with their needs
- Place** menus, favors and decorations on guest tables at reception
- Coordinate** all activities with bride, groom, wedding party, and vendors at ceremony and reception
- Bustle** wedding gown at reception
- Distribute** final payments to vendors
- Box** wedding cake top & meals for the bridal couple
- Handle** any last minute emergencies
- Clarify** with client who will be responsible for removal of alcohol from site; ensure that this is done.
- Follow up** to make sure that those who are assigned to take remaining flowers away from the site remember to do so.
- Confirm** that rental items are returned according to plans that client has made.
- Ensure** that venue is left clean and event is closed according to venue regulations.



## *À la Carte Coordinator Services* (per hour pricing available upon request)

### Available Services:

Ceremony planning and directing

Reception planning and directing

Rehearsal Directing

Etiquette guidelines & recommendations

Attend meetings with vendors

Coordination of vendors

Development of detailed time line and itinerary for wedding party and vendors

Preparation of Wedding Master Plan

Assistance with selection of linens and other décor

For more information, contact us at 678-990-9808 or  
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