

Soigné Productions

(SWÄN-YÄ)



Tonya Szele- Owner, Event Planner
Photo by Kristen Beinke



Jennifer Clasen- Associate Planner
Photo by Clasen Photography

Congratulations on your engagement and thank you for considering Soigne Productions. We'd love to learn more about your event plans.

Established in 2008, Soigné Productions may be one of the newest event planning companies in Santa Barbara County, but owner Tonya Szele is not new to the industry. Her professional experience over the past twelve years includes catering management at Wine Cask in Santa Barbara and venue direction and event planning at Firestone Vineyard in Los Olivos. During her career, Tonya has planned more than 600 events: including weddings, corporate events, fundraisers, social gatherings and winery festivals. Now that she has started her own full service event planning company, she will be able to put her expertise to good use in producing events of all styles and sizes in Santa Barbara, the Santa Ynez Valley and the surrounding areas.

Jennifer Clasen, our associate planner, brings with her a wealth of experience in film and event production, photography, floral design, fine wine, dining and catering. She has worked and lived all over the world in places such as Aspen, Santa Barbara, Los Angeles, New York, London, Sidney, New Delhi and Cape Town. In addition to planning events with Soigne Productions, she owns a successful photography company www.ClasenPhotography.com.

Together, we have established close relationships with the best vendors in the area to be able to help you gather the ideal team of professionals based on your vision. We are passionate about the events we help to produce and our calm and professional demeanor helps our clients enjoy the event planning process from start to finish.

Please call us anytime to schedule a complimentary consultation. We look forward to the opportunity to help you plan the wedding of your dreams.

Soigné Productions ~ 327 Ladera Street No 1 ~ Santa Barbara, CA 93101
www.SoigneProductions.com ~ Tonya@SoigneProductions.com ~ 805.448.8028

Month-Of-Wedding Coordination

Pre-Planning

Up to four in-person meetings to include three planning sessions and one final walkthrough of venue with booked vendors scheduled thirty days prior to event
Phone and email consultation for general questions and guidance
Vendor referral list to include: event vendors, hotels, restaurants and local activities
Detailed wedding day timeline production and management to include: vendor list, bridal party, service, music, photography and transportation timelines
Detailed schematic production and management to include layouts of the ceremony and reception areas
Primary Vendor liaison four weeks prior to event to distribute timelines, schematics and to confirm details

Rehearsal Day

Up to two hours of rehearsal day coverage
Receive and store personal wedding items
Wedding rehearsal coordination and direction
Distribute timeline to bridal party and family members to ensure that they are all aware of their roles, duties and arrival times

Wedding Day

Up to ten hours of wedding day coverage including one additional assistant
Confirm event areas are set up according to plan
Set-up personal wedding items including: signage, guest book/pen, programs, escort cards, place cards, table names/numbers, favors, menus, toasting flutes, cake knife, server and any other special items in pre-determined locations
Greet guests and assist ushers with seating and program circulation
Assist and direct bride, groom, bridal party, family members and guests throughout the event
Direct all ceremony and reception proceedings including ceremony processional and recessional, photographs, grand entrance, first dance, dinner service, toasts, vendor meals, cake cutting, bouquet/garter toss, grand exit and any other special activity
Supervise all event vendors including: set-up, execution and breakdown
Alleviate last minute problems and stresses (*emergency wedding kit on hand*)
Distribute final payments and gratuities to vendors
Collect personal wedding items at conclusion including: gifts, cake and any other personal items brought in for event

Month-Of-Plus Design Wedding Planning

Month of Plus- Complete wedding design coordination including: Scheduling a design consultation at the ceremony and reception venue where we will create the event plan and discuss design specifics including floral, lighting, décor and finishing touches. Create inspiration boards using a collection of photographs that represent the desired esthetic. Offer ideas on how to make your event reflect your unique personality and style. Assist in designing a menu to include: signature cocktails, welcome beverages and cake design to match theme and style of event. Coordinate stationary, including: save the dates, invitations, programs, escort cards, place cards, table numbers, special signage and thank you cards. Obtain estimates and negotiate contracts for these vendors to include: floral designer, lighting specialist, stationary designer and specialty rentals including linen, chairs and decor items (this package does not include complete rental coordination). Booking and attending all appointments and acting as the primary liaison with hired design vendors throughout the planning process.



Elizabeth Messina Photography

Partial Service Wedding Planning

Includes everything in the Month-Of package in addition to the following:

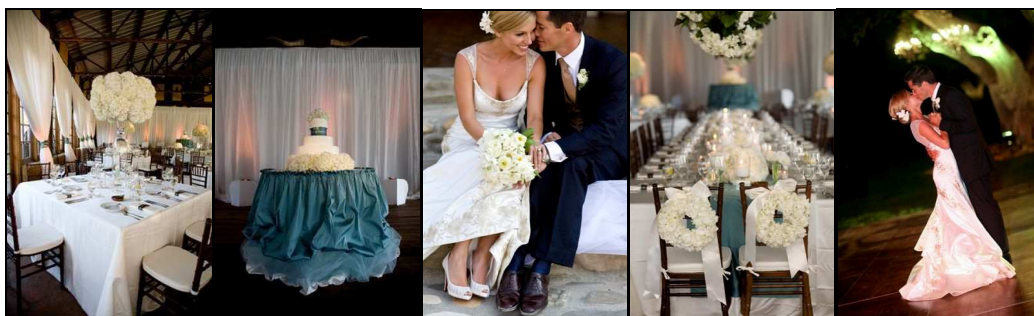
Pre-Planning

Complete catering coordination including: Obtaining three comparable estimates and creating a comprehensive side by side comparison to assist in final decision making of hired caterer, contract negotiation, menu planning, booking and attending all appointments and acting as the primary liaison with hired caterer throughout the planning process.

Complete wedding design coordination including: Scheduling a design consultation at the ceremony and reception venue where we will create the event plan and discuss design specifics including floral, lighting, décor and finishing touches. Create inspiration boards with ideas on how to make your event reflect your unique personality and style. Design a menu to include: specialized hors d'oeuvres, dinner selections, signature drinks, welcome beverages and cake design to match theme and style of event. Coordinate stationary, including: save the dates, invitations, programs, escort cards, place cards, table numbers, special signage and thank you cards. Obtain estimates and negotiate contracts for these vendors to include: floral designer, lighting specialist, specialty rentals including linen et cetera, and stationary designer. Booking and attending all appointments and acting as the primary liaison with hired design vendors throughout the planning process.

Complete rental coordination including: gathering estimates for necessary rentals, contract negotiation, detailed equipment list and color coded schematics showing venue owned vs. rented equipment, booking and attending all appointments and acting as the primary liaison with hired rental company(s) throughout the planning process. Equipment covered in this package includes: tables, chairs, linen, china, silverware, glassware, service & kitchen equipment, heating, tenting, dance floor and staging. Rental items may be supplied by multiple companies depending upon the final event plan.

Customized monthly progress report for all event planning tasks included in this package
 Customized budget worksheet to include: estimated cost, actual cost and payment tracking for all event vendors included in this package



Mi Belle Photography

Full Service Wedding Planning

Includes everything in the Partial Service package in addition to the following:

Pre-Planning

Complete coordination of all wedding vendors including: Obtaining comparable estimates and creating comprehensive side by side comparisons to assist in final decision making of all hired vendors, contract negotiation, booking and attending all appointments and acting as the primary liaison with all hired vendors throughout the planning process to include: caterer, rentals, florist, photographer, audio visual & lighting, music, valet & parking, transportation, specialty cake and dessert, hair, makeup, restroom services and specialty linen. Booking and attending all appointments and acting as the primary liaison with all hired event vendors throughout the planning process.

Arrange and manage room blocks for out-of-town guests to include up to three hotels

Customized monthly progress report for all event planning tasks

Customized budget worksheet to include: estimated cost, actual cost and payment tracking for all event vendors

Other Services

May be Added to any Wedding Package

Hourly Design & Planning Services

Complete Additional Vendor Coordination

Complete Wedding Design Coordination (*as outlined p.3*)

Venue Comparison, Budget & Venue Scouting Trip (*up to 5*)

Budget Development and Payment Tracking

Guest Welcome Basket Assembly and Distribution

Wedding Favor Coordination

Hotel Room Block Coordination & Management (*up to 3*)

Response Card and Master Guest List Management

Full Service Planning for Additional Weekend Events

Errand Running or Bride's Personal Assistant for the Day

Contract Terms

Compensation. For services under this agreement, Soigne Productions shall receive a total fee to be paid as follows: A non-refundable retainer in the amount of fifty percent is due within 14 days of the contract execution date. The retainer secures Soigne Productions for the Event as detailed. A final payment in the amount of fifty percent is due thirty days prior to Event. Acceptable means of payment are cash and check made payable to Soigne Productions and mailed to 327 Ladera Street No. 1 Santa Barbara, CA 93101.

Additional Services. All services have been agreed upon at the time this contract was signed. Any services added will be pre-approved by all parties by written agreement and shall be binding on all parties.

Changes to Approved Event Plan and Vendor Agreements. Once vendor contracts have been secured, the final Event plan will be approved by written agreement by Client. Any major changes made to the Event plan following approved written agreement may incur additional hourly fees. No major changes may be made to vendor agreements within two weeks of the Event or additional hourly fees will apply.

Overtime. If additional staff coverage hours are required on the Rehearsal or Event day(s) an overtime rate of \$200.00 per hour will apply for time spent over the original contracted time for the Event. The duration of overtime may be agreed upon between Soigne Productions and Client at or prior to Event by written or verbal agreement and shall be binding on all parties. Client shall pay any overtime fees to Soigne Productions at the conclusion of the Event at the rate identified in this Agreement.

Liability. As a consultant, Soigne Productions is acting strictly as an agent for the Client. All vendor agreements will be signed by the Client and the Client is responsible for all payments in full. Although Soigne Productions provides coordination and referrals, each vendor is responsible for their own actions. Soigne Productions will confirm all details with the vendors, per agreements received. Client must submit signed copies of vendor agreement from all vendors assisting the Event to Soigne Productions no later than thirty days prior to Event.

Indemnity. The Client hereby agrees to hold Soigne Productions harmless and shall indemnify Soigne Productions from and against any and all incidents, lawsuits or other claims, arising out of or resulting from this agreement. Soigne Productions does not assume or accept any responsibility for damages or losses to location, equipment or personal articles.

Collection/ Litigation. Purchaser agrees to pay the costs of collecting monies or of litigation associated with this agreement, including court costs, filing fees, reasonable attorneys' fees and other costs. Client agrees to venue and jurisdiction in Santa Barbara County, California; this agreement shall be subject to the laws of the State of California.

Cancellation. All cancellations by Client must be submitted in writing to Soigne Productions. Cancellation prior to 90 days from the Event will require all hours accumulated on behalf of the Client to be paid in full at a rate of \$200 per hour. Cancellation 90 days or less from the day will require the contract base to be paid in full. If the wedding is postponed, the agreement may be applied towards another date that is agreed upon by all parties. As all vendors and other details must be rescheduled, additional hourly fees may apply and a new service agreement will be required.

Soigne Productions shall not be liable for any damage in the occurrence that the Event shall be delayed or prevented by fire, flood, earthquake, riot, strike or act of God. In the occurrence of fire, flood, earthquake, riot, strike or act of God, Soigne Productions will try to accommodate any changes necessary to hold the Event. In the case of cancellation, Soigne Production's stated cancellation policy applies.