



# Wedding Package

For 75 to 150 Guests

5 hours of Event Time (all day for setup)

Exclusive Use of the Entire Venue

Professional DJ Playing your Favorite Songs

Cocktail and Hors D'oeuvres Reception

Choice of Beef, Fish or Poultry Entrée

Choice of Two Sides plus Caesar Salad

White China, Beaded Glass Charger Plates, Silverware

Decorated Round Tables with Elegant Linens and Napkins

Chiavari Chairs

Beautiful Fresh Flower Centerpieces

Exquisite Buttercream Cake Designed by Ana Paz

White Drapes Inside the Hall

Uplighting with your Favorite Color

White Sofas and Cocktail tables with spandex under the Tiki Hut

Ceremony with White Chiavari Chairs (Tiki Hut / Waterfall)

Day of Wedding Coordinator and Emcee

Valet Parking




Venue Rental Fee \$2500  
Wedding Package \$98 pp.  
plus 18% Service Charge

*"No upgrades for this or that"*

+ Applicable Florida Sales Taxes







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Congratulations on your impending nuptials. I am a Wedding Coordinator and Master of Ceremonies for Longans Place. Below I have listed all of the tasks that are undertaken for each as Wedding Coordinator and as MC:

**Wedding Coordinator:**

My duties as your Day of Wedding Coordinator are as follows:

- Ensure reception and ceremony areas are set up as you have planned
- Acceptance of and assistance with the distribution and pinning of all corsages, boutonnieres, wedding flowers and flower-girl baskets
- Assist Bride, Groom and the wedding party as needed in getting ready for the Ceremony
- Check for any items necessary to properly conduct the ceremony
- Greeting your guests and directing them to the ceremony area
- Lining up and cueing the Wedding Party when it's time to walk down the aisle, making sure they look great, smiling, paced perfectly, no hands in pockets
- Letting you know when it's time to walk down the aisle, making sure you are ready for the big moment
- Making sure your dress and train are perfect and send you on your way down the aisle with your escort
- Making certain that all ceremony musicians have the correct musical selections for guest arrival, family seating and also the correct processional and recessional musical selections
- Coming to the rescue of the crying flower girl or ring bearer during the ceremony when their Mom and/or Dad happen to be in the ceremony
- Ensuring proper placement of the guest's assigned seating place cards, wedding favors, ceremony programs, disposable cameras, etc --per your exact instruction
- At the end of the reception, ensure the gifts, cake, bridal attire, portrait, bridal book and pen, cake cutting tools and Champagne flutes and any other items are being transported to the assigned location by the assigned family member or friend

**Master of Ceremonies**

As your MC, I am the thread that ties all of the elements of your program together to create a smooth, seamless and memorable event for you.

- Provide sample script for the reception to be altered by the Bride and Groom to suit their event.
- Direct all event activities;
- Follow per-determined schedule;
- Introduce all honored guests;
- Control flow of activities;
- Make schedule/activities adjustment as required;
- Welcome and direct guests;
- Insure Bride/Groom are ready for each activity;
- Organizing the Grand Entrance and getting everyone lined up outside the reception area in correct order.

As your Wedding Day Coordinator I will ensure that your event goes off without a hitch. Each event is tailored to suit the likes and style of each couple.

Thank you,

[info@LongansPlace.com](mailto:info@LongansPlace.com)

