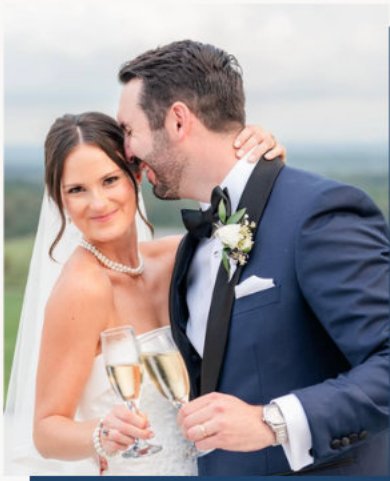




The Best Peace of mind

We know wedding planning can feel overwhelming. Our team takes the stress off and lets you enjoy the process with us!



Attention to Detail

We strive to do everything with excellence. You can count on us to beautifully execute your dream day!

VENUES

The View at Bluemont
The Estate
The Grand

703-574-8900 be@thegrandestates.com

Bluemont Estate Coordination



Venue Supervisor

Who is this package for?

A Venue Supervisor is mandatory for all events.

How much is this package?

Included/mandatory with any event.

When does this package begin?

A Venue Supervisor will be available on the day of your event, and our office team will be available from the time you book through the days leading up to your event to answer questions and assist with planning.

What does this package include?

- The office will be your point of contact with the venue prior to event
- The office will schedule and conduct your walkthrough to create a floor plan, choose linens, and go over procedures
- Collects menu (Silver Package Only) or creates menu (Gold Package Only) and communicates it to banquet team
- The office gathers seating chart and communicates it to the set up crew to ensure tables are set appropriately
- The office will collect required venue paperwork
- On site for 10 hour shift during the event to ensure floor plan and catering timeline are correctly executed and to monitor the venue
- Unlimited correspondence with the office as needed leading up to your event

Coordinator

How much is this package?

Included in the \$4500 on-site ceremony package.

When does this package begin?

6 Months prior to event date.

What does this package include?

- A detailed wedding document, final details call, calls and emails as needed/requested
- Creates and executes detailed timeline for ceremony, cocktail hour, reception, and send off
- Communicates timeline and floor plan to vendors and ensures that they have sufficient time to be successful
- Coordinates with vendors/venue on event day
- Conducts on-site rehearsal - date & time confirmed 1 month out
- Arrives 2 hours prior to guest arrival and stays until guest/wedding party/vendor departure to execute timeline and troubleshoot any obstacles/issues that arise
- Placement and breakdown of personal event items - (limited to favors, gift box, table numbers, escort cards, photos, memorial table, welcome table, reserved signs, unity candle/sand ceremony, programs, menus)

What does this package not include?

- Centerpieces, floral arrangements, and anything on arches, moon gates, etc.
- Candles and votives

You can purchase an additional assistant for \$350