

# all the Best™

Weddings, Celebrations, Events, Destinations & Honeymoons  
Planning, Coordination and Consulting

*Because planning your event should be a piece of cake.*

The following is a list of services that ATB has provided to previous clients. Your service list will be completed after your free telephone consultation. No set packages or pricing because our clients never pay for services they don't or need. All service proposals included UNLIMITED COMMUNICATION via telephone, text, or email.

**Consultation:** Free telephone consultation with Kathi that helps determine where clients are in their planning process and how ATB can be of assistance moving forward. Written service proposal with fees is presented via email or US Mail along with a folder full of information about Kathi and ATB including references.

**Site Selection:** Research, referrals, site visits, menu tasting/selection, final meeting and walk through

**Rentals:** ALL (tents, porta potties, linens, tableware, chairs, PA systems, lighting, dance floors, etc.)

**Research & Referral for all Outstanding Categories** Including but not limited to; photo/video, entertainment, florist, transportation, etc. Strategic partnerships bring value in free add-ons or inclusions that clients would not get if they contacted professional on their own. Contract negotiation and review, payment reminders, final meetings, etc. are also included.

**Event Design:** based on clients vision and input from stationery to favors (and everything in between).

**Ceremony:** Officiant selection, music/musicians, full rehearsal supervision (or as much as church/officiant will allow), separate timeline showing processional, ceremony highlights, and recessional.

**Budget Spreadsheet and Final Payments:** Including payment reminders throughout planning process, spreadsheet showing final payment details, and suggested cash gratuities.

**Travel:** Kathi is a Certified SANDALS Sales Specialist and WeddingMoons Specialist and can help with your honeymoon, bachelor/bachelorette parties, destination wedding, or vacation needs. If you don't want a [Sandals](#) or [Beaches](#) property we will connect you with the owner of a trusted travel agency with worldwide experience.

**Bridal Party Attire:** Kathi LOVES to go wedding dress shopping! We'll learn how to bustle your dress at your final fitting too. We can also help with groom's attire (need a kilt?), mothers of the bride/groom, and bridal party from maid of honor to ring bearers and everyone in between.

**Spa Services:** ATB Dream Team Senior Associate Melissa is a licensed massage therapist and will bring her skills and massage table or chair to you prior to the event to help you, your bridal party, and family members relax. Great for bachelorette parties too. We can also arrange an at home spa day including massage, manis, pedis, hair and makeup. Service includes day of event scheduling hair/makeup services in conjunction with photographer timing.

**Other Celebrations:** Need help with anything else such as Engagement Parties, Showers, Luncheons, Spa Days, Rehearsal Dinner, After Party, or Next Day breakfast or brunch?

**Timelines:** Detailed overall, ceremony, and reception timelines with helpful hints to make the day go smoothly.

**Out of Town Guests & Transportation:** Room blocks (obtain & maintain); hire, schedule, and monitor shuttle transportation for hotel guests, bridal party and/or family; hotel gift bags (created and delivered).

**Stationery:** Custom or out of book event stationery (discounts available), RSVP tracking, help with seating, detailed seating and table lists provided to venue. EXCEL templates available for addresses and RSVP tracking.

**Day of Event Coordination:** Arrival at time of photographer to the bride and staying until the guests and the gifts are gone; working with maître d' and MC, arranging breakfast and lunch for bridal party and families prior to event, etc.

**Complete emergency kit:** Including first aid, sewing items, and personal care products

**Personal Items for Event:** Such as favors, escort cards, amenity baskets; transport, set-up, pack up, & return.