



THE HISTORIC  
POST OFFICE

## À La Carte Options

Service	Price	Amount Available
<b>Day-of Coordination Services</b> <ul style="list-style-type: none"> <li>• Timeline development</li> <li>• Layout development</li> <li>• Rehearsal coordination</li> <li>• Vendor liaison</li> <li>• Day-of services</li> <li>• Extensive knowledge of venue</li> <li>• Extensive knowledge of wedding and event industry</li> <li>• Setup &amp; breakdown of chairs</li> </ul>	\$1,500	2 (Madeline or Kelsey)
<b>Set Up Services</b> (Includes: Set up of tables and chairs)	\$225	1
<b>Breakdown Services</b> (Includes: Breakdown of tables and chairs)	\$225	1
<b>Set Up &amp; Breakdown Services</b>	\$400	1
<b>Additional Event Hours</b>	\$250 per hour	Unlimited
<b>Drapery w/ Frame</b> (8' wide and up to 12' tall)	\$150 per 8'	3
<b>Upgraded Lighting Package</b> (Includes: 30 uplights, 30 pinspots, 1 custom GoBo)	\$500	1
<b>Uplights</b> (Includes: 30 uplights)	\$200	30
<b>Pinspots</b> (Includes: 30 pinspots)	\$200	30
<b>GoBo</b> (Includes: 1 custom GoBo)	\$250	1
<b>Ivory Linens</b> (floor length)	\$11 per linen	-(25) 120" rounds for guest tables -(6) 90" x 132" for 6' rectangular tables -(4) 90" x 156" for 8' rectangular tables -(4) 132" rounds for cocktail tables -(2) 108" rounds for sweetheart/cake tables
<b>Ivory Napkins</b>	\$.50 per napkin	Up to 250