

the WHITE DRESS BLACK TIE experience

where elevated expectations meet effortless execution

photo: @ponce_photoandfilms

WELCOME

we are so glad you're here



Congratulations on your engagement! We're honored you're considering White Dress Black Tie to be part of your wedding journey. Our team is dedicated to creating a seamless and intentional experience that reflects your unique vision.

Inside this guide, you'll find a curated glimpse into what it's like to work with us - from sample timelines and floor plans to packages, pricing, and more. Consider this your first step toward a beautifully executed and unforgettable day.

Our promise to you: to bring ease to the process, confidence to the planning, and beauty to every detail of your day.

photos 1 & 2: @ruffnerphotography, photo 3: @rosifotography, photo 4: @winnie_dora

MEET THE TEAM

the faces behind every detail



Veronica

Owner & Creative Director

Veronica leads the company with a clear vision and unwavering commitment to excellence. While her team expertly manages each wedding's planning and execution, her leadership shapes the values, quality, and exceptional experience that define every celebration.



Karen

Director of Planning Operations

info@WDBTevents.com

Karen will guide your initial inquiry call and remain your primary point of contact through the start of your service and throughout your entire experience.

WHITE DRESS BLACK TIE EVENTS

Your Planner

Lead Planner, WDBT

Our team approaches every wedding with genuine care and intention, treating each celebration as if it were their own. We carefully match you with a planner who complements your vision and knows your venue, creating a truly tailored experience.

PACKAGES & PRICING

an investment that's worth it

01	WEDDING MANAGEMENT	starting at *$1,900*	For couples who've planned their wedding and want seamless day-of execution.
02	SIGNATURE WEDDING MANAGEMENT	starting at *$2,900*	For couples who want planning support beyond the wedding day.
03	THE PLANNING EXPERIENCE	starting at *$5,500*	A customizable planning experience tailored to your vision.







WHITE DRESS BLACK TIE EVENTS

photos: @gretchenparkerphoto

WEDDING MANAGEMENT

level 1 - day-of coordination
starting at *$1,900*

Wedding Management is designed for couples who have planned their wedding but want a trusted team to step in and handle the details and execute their day. We take over behind the scenes so you and your loved ones can relax and enjoy your day.

WHAT'S INCLUDED:

- Service begins 6 months in advance
- Final venue walkthrough with couple & catering team
- Vendor communication & confirmation
- Rehearsal coordination
- Ceremony oversight
- Reception management
- Vendor management & troubleshooting
- Setup & decor oversight
- Staffing & vendor arrival management
- Timeline creation & management
- Breakdown supervision
- Day-of problem solving
- Calm, processional support from start to finish

WHITE DRESS BLACK TIE EVENTS

photo: @toriparkerphotos

SIGNATURE WEDDING MANAGEMENT

level 2 - our most popular package
starting at *$2,900*

Signature Wedding Management is for couples who want more than wedding day management but may not need full-scale planning. Our *Signature Wedding Management* package offers the perfect balance of guidance and ongoing support.

WHAT'S INCLUDED - EVERYTHING FROM WEDDING MANAGEMENT + THE FOLLOWING:

- Planning support from booking through wedding day
- 3 vendor bookings
- Vendor recommendations
- Budget guidance
- Layout & floor plan guidance
- Enhanced communication throughout planning



WHITE DRESS BLACK TIE EVENTS

photo: @toriparkerphotos

THE PLANNING EXPERIENCE

level 3 - a custom curated planning package (the works)
starting at *$5,500*

The Planning Experience is our fully customizable planning partnership option designed around your vision, priorities, and desired level of support. This package is intentionally designed to meet you where you are in the planning process. Rather than a one-size-fits-all approach, we customize our services to provide the level of support that best fits your needs.

CUSTOMIZED SUPPORT INCLUDES:

- Vendor selection & management
- 5 vendor bookings (option of up to 12)
- Design & aesthetic direction
- Timeline & logistic management
- Full wedding day coordination
- Budget management

HOW IT WORKS:

WE LEARN YOUR VISION

Together we will identify:

- where you are in the planning process
- where you feel confident
- where you need support
- what level of involvement feels right for you

WE CURATE YOUR PLANNING EXPERIENCE

Based on your needs, we will create a personalized proposal outlining the areas where your planner can provide support.

WE BECOME YOUR PLANNING PARTNER

From there, we guide, organize, collaborate, and support you throughout the planning process while ensuring your vision remains a reflection of your story, priorities, and wedding day dreams.

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photo: @ruffnerphotography

DESIGN & AESTHETICS

an add-on







Design & Aesthetic Feedback is an add-on service that is meant to elevate your celebration with thoughtful design guidance from our team. We will help you refine your vision and ensure every detail feels cohesive and beautifully aligned.

DESIGN & AESTHETIC CURATION

$ 499

- personalized questionnaire consultation
- wedding vision development
- color palette curation
- mood board creation
- linen recommendations
- table scape concept
- floral inspiration
- design & vendor summary

THE PLANNING EXPERIENCE

Included in Service

- personalized questionnaire consultation
- wedding vision development
- color palette curation
- custom mood board creation
- linen recommendations
- table scape concept
- floral inspiration
- wedding party color coordination
- signage & stationery direction
- seating chart design ideas
- overall aesthetic refinement
- design & vendor summary

PROCESS

all packages include the following...

01 ✦ ***Initial Out Reach (Client Choice)***

We want to make this process as easy and comfortable as possible. For your introductory session, choose the option that works best for you: a 15-minute call with Karen, a brief introduction video, or a virtual coffee chat - coffee on us so you can enjoy a more traditional get-to-know-you conversation.

02 ✦ ***Start of Service***

At the start of your service, your planner will schedule an introductory call to get to know you and your vision. During this call, they will walk you through your wedding planning documents, outline what you can begin working on, and answer any initial questions. They will also share the best way to communicate moving forward so you feel fully supported from day one.

03 ✦ ***Vendor Worksheet***

The *Vendor Worksheet* is located within your wedding document and serves as the central place to track all vendors you have booked. This ensures all of your details are organized and easily accessible throughout the planning process.

04 ✦ ***Questionnaire***

Also located within your wedding document is the *Wedding Timeline Questionnaire:* a thoughtfully designed set of questions that allows your planner to begin building your timeline while gaining a deeper understanding of your vision.

VENDOR WORKSHEET

VENDOR	COMPANY NAME	POC	EMAIL	VENDOR MEAL	ADDITIONAL NOTE
Coordinator	Bluemont In-house	Veronica Reilly	veronica@bluemontview.com	0	
Venue	The View at Bluemont	Nicole Nieves	office@bluemontview.com	0	
Caterer Information	The View at Bluemont	The View at Bluemont	office@bluemontview.com		
Photographer	Kaytlyn Rei Photography	Kaytlyn Rei	kayt@kaytlynrei.com	2- one vendor with peanut allergy	(1) Peanut Allergy
Videographer	Picture Perfect Media	Abraham Vilchez-Moran	hello@pperfectmedia.com	2	No Dietary Restrictions

we collect key day-of contact details, including phone numbers, email addresses, and vendor names, to ensure clear communication and seamless coordination leading up to and on your wedding day

we also collect the number of vendor meals required to ensure all vendors are properly accounted for and taken care of on your wedding day

a final column for any additional notes or important details for each vendor

VENUE WALKTHROUGH

a big planning checkpoint

A venue walkthrough is an essential step in the planning process, bringing together three key parties responsible for executing your wedding day: WDBT, your venue rep, and your hired caterer. During this meeting, we review the entire day from start to finish to ensure alignment across all teams.

This is where many important details are finalized and clarified. Linens may be confirmed, décor is discussed, floor plans are created, and the overall timeline is reviewed in detail.

01

Scheduling

As weekends are dedicated to events, most walkthroughs take place on weekdays between 10:00 AM and 4:00 PM. Many couples choose to take time off work to attend this meeting. We will coordinate and confirm a date and time that works for all necessary parties to ensure everyone is present.

02

What We Do

We will bring your timeline, vendor list, and décor list to this meeting and review your wedding day from start to finish to ensure every detail is aligned and accounted for.

03

How to Prepare

The best way to prepare is by completing your vendor sheet, questionnaire, décor list, and any additional questions your planner may send prior to the meeting.

WHITE DRESS BLACK TIE EVENTS

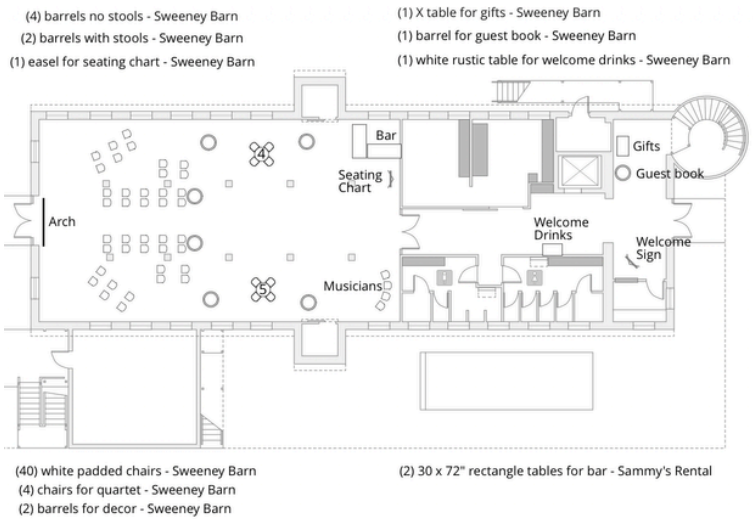
photo: @timelesspv

LAYOUT & FLOORPLANS

bringing your vision to life

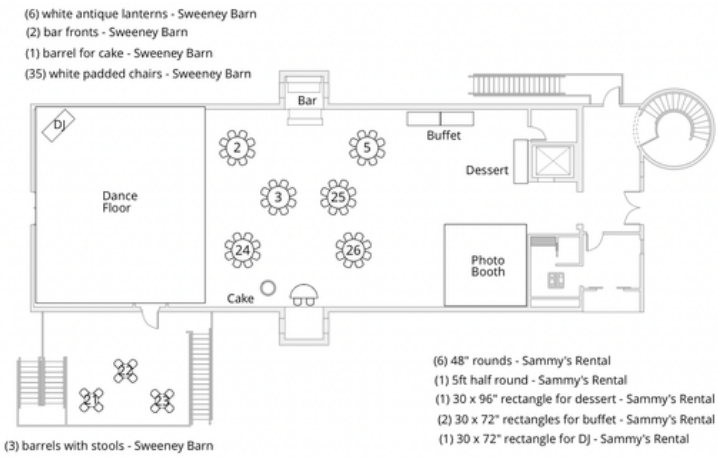
Your venue or wedding planner will create your floor plan, developing multiple layouts for each space, including the ceremony, cocktail hour, and reception. They will also discuss any necessary Plan B options should they be needed. In addition, we provide guidance on optimal setup configurations, including any additional tables such as escort card displays, guest book tables, unity candle arrangements, and more.

CEREMONY





RECEPTION





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photo 1: @samanthaletophoto, photo 2: @gretchcenparkerphoto

TIMELINE

what we are best known for!







DETAILS

All key wedding details are outlined in your timeline, including rain plans, ring distribution, gown bustling, buffet order, signature drinks, and more. We dedicate significant time to building and refining each timeline to ensure a seamless wedding day experience. Our team also connects directly with your vendors to gather important details and questions, ensuring every element is accounted for and no detail is overlooked.

WHAT SETS US APART

Our timelines are intentionally detailed and structured by time and event, with additional notes throughout for clarity. This level of organization is essential, allowing vendors to focus solely on their key moments throughout the day. ***We are known for this approach, as it greatly enhances communication and creates a smooth experience for all vendors involved.***

photos: @samanthaletophoto

TIMELINE SAMPLE

organized & easily read

TIMELINE

5:25 PM	Line up Processional In Foyer	Bride to stay hidden until guys have exited
	CEREMONY LOCATION: Ceremony Patio | BACKUP LOCATION : Ballroom	
5:30 PM	Start Processional: DJ Music (expected around 20 minutes in length)	List processional (song and bridal party members entrance)
5:50 PM	Recessional: Have WP exit to right towards fence	After Ceremony Picture Location: Ceremony Site **Beer/Wine /Appetizers for the Bridal Party**
6:00 PM	Have officiant announce: Please proceed to cocktail hour	Bride + Groom Private Moment in Grooms Suite with Apps + Drinks
	COCKTAIL HOUR: 1/2 Manor House + 1/2 Back Patio | BACK UP LOCATION: All Manor House	
6:00 PM	Direct Guests to Cocktail Hour	Signature Drinks: Groom: Old Fashioned Bride: Vodka + Pink Lemonade with pink edible flower!
6:00 PM	Confirm Music is playing	Saxophone Player
6:00 - 6:10 PM	Tray Passed Beer + Wine + Seltzers	
6:10 PM	Bride + Groom head down to ceremony site for photos	
6:20 PM	Florist stays to repurpose items from Ceremony to Reception	
6:20 PM	Set up Desserts	

each timeline entry includes the **time**, **the item or event taking place**, and **any important notes** related to that specific task for clarity and smooth execution

our system allows vendors to quickly and clearly identify their responsibilities, ensuring the right tasks are completed at the right time with ease and precision

DECOR LIST

PLACED OUT	CEREMONY DECOR	LOCATION | PROVIDED BY	NOTES	PACKED UP	WHO IT GOES HOME WITH
☐	Reserved Seating Signs	First Row On Either Side | Couple		☐	
☐	Linen Welcome Sign	Next to Champagne Tower | Couple		☐	
☐	Plastic Champagne Flutes For Welcome Champagne	Couple		☐	
☐	Round Plexiglass Sheets (4)	Champagne Tower | Couple		☐	
☐	Floral Arch/Altar	Florist		☐	
☐	Aisle Florals (RP)	Florist		☐	
☐	(8) Arrangement for medium size florals along aisle of ceremony			☐	
☐	Fireplace Mantle - Large Arrangement insert of Fireplace add Fake pillar candles in Clear Cylinders various size Greenery, Bud Vases & Clear Cylinders on Mantle	Main Fireplace | Florist		☐	
☐	Framed Photos of Caroline + Ben	Mantels + Side Tables Scattered		☐	
☐	Gift/Card Box & Sign	Gift Table | Couple		☐	
☐	Guest Book/Sign	Gift Table/Front Table | Couple		☐	
☐	Bud Vases	Various Tables Around The House | Florist		☐	
☐	Throwing Flowers & Paper Cones	Hanging on ceremony chairs | Couple		☐	
☐	Japanese Parasol Umbrellas	Bridal Party Photo Props | Couple		☐	
☐				☐	
PLACED OUT	COCKTAIL HOUR DECOR	LOCATION | PROVIDED BY	NOTES	PACKED UP	WHO IT GOES HOME WITH
☐	Bar Florals-- bud vases	Florist		☐	
☐	Seating Chart	Back Patio | Couple		☐	
☐	"The Mergers" Drink Stirrers	Place at both bars | Couple		☐	
☐	Custom Cocktail Napkins	Place at both bars | Couple		☐	
☐	Bar Signs (2) + Signature Drink Signs (2)	Place at bars | Couple		☐	

decor is listed in checklist format allowing us to physically check off items once they are placed as well as for cleanup purposes at the end of the night

REHEARSAL

the night before

Most venues allocate approximately one hour for your rehearsal, which is typically sufficient. We arrive fully prepared to guide the process and ensure your entire bridal party understands where to stand, who they walk with, and how the ceremony will flow on your wedding day.

Rehearsal Document

REHEARSAL LINE UP									
Officiants: Rabbi Deb Reichmann & Father Michael Kelley									
Bride: Julie Mudryj | Groom Aaron Bergman									
	Cora Bergman (Bridesmaid)	Lauren Overage (Bridesmaid)	Ashley Beffa (Bridesmaid)	Emily Pratt (Matron of Honor)	(aisle)	Jeffrey Bergman Best Man	Simon Halpern Groomsmen	Andrew Barber Groomsmen	Simon Bergman Groomsmen
awson Pratt ing Bearer	Scarlett Pratt Flower Girl	Dane Pratt Brother-in-Law	Gloria Mudryj Mother of Bride	Dennis Mudryj Father of Bride	First Row	Gary Bergman Father of Groom	Liinda Bergman Mother of the Groom	Beth Marshall-Bergman (Sister-in-Law)	
					Second Row				

We will have you fill out a *Rehearsal Document* that ensures we understand exactly how your want your bridal party to line up, who is in your reserved seats in the front rows, the order in which people walk, when you may have a song change, etc.

This is crucial for ensuring everyone is in their intended positions and fully aligned with your ceremony plan

photo: @rebeccadotsonphotography

WEDDING DAY

don't blink!

The day you've been dreaming of is finally here. After months of preparation, it will pass quickly. So pause, take it in, and be fully present. That's what we're here for: to take care of the details so you can simply live in the moment.





Arrival

We will arrive on-site, check in with you, and begin coordinating vendor arrivals while starting the setup of your décor.

Throughout

We will continue to check in with you throughout the day while directing vendors to their setup locations and confirming every detail, from napkin folds to cake delivery, is exactly as planned.

After & Cleanup

We will handle the breakdown of any décor we have set up and carefully pack all items at the end of the night consolidating them for ease. We will also coordinate with your chosen points of contact to ensure leftover items—such as cake, food, alcohol, décor, cards, and gifts—are properly distributed and taken home.

photos: @ruffnerphotography

DETAILS & NEXT STEPS

included in all service packages...

- ***Lead planner***
- ***Unlimited emails & schedule calls***
- ***Vendor reachouts & coordination***
- ***Creation of timeline & floorplans***
- ***Venue walkthrough***
- ***Rehearsal***
- ***Day-of assistant***

Thank you for considering us to be part of such a meaningful season in your life. What started as a fifth grader's dream has become the greatest privilege of my career. It is an honor to help couples celebrate one of life's most unforgettable days, and I can't wait to get to know you and see your wedding visions be brought to life.

thank you!

info@WDBTevents.com www.WDBTevents.com @whitedressblacktie

WHITE DRESS BLACK TIE EVENTS

photo: @winnie_dora