

CATSKILLS  
CONCERGE



[www.catskillsconcierge.com](http://www.catskillsconcierge.com)



## WHO WE ARE:

We love to party, dance, eat & drink. More importantly, we enjoy helping others. There's nothing more rewarding than playing a part in a wedding or special event. We are honored to work with so many amazing couples.

We are local outdoor enthusiasts, that enjoy nature; hiking in the warmer months and skiing during the winter. Based in the picturesque Catskill Mountains of Upstate NY, we get to appreciate every season and look forward to sharing nature's splendor with you on your special day.

The Catskill Mountain's amazing backdrops, and cherished vistas are the perfect canvas for your wedding.

For over 10 years now I've worked as a Special Event Manager and Wedding Planner in Windham, NY and the surrounding area of the Catskills. My team and our combined experience, can help make your dreams come true.

*Eida DeWitt*



## NOW WE WANT TO LEARN ABOUT YOU!

What is your vision?

How can WE help?

Where is the Venue?

How many Guests?



## Day of Wedding Coordination

This is our most popular package, for the couple who has sourced a venue, most vendors, started to pull everything together and wants to relax and enjoy friends & family on the big day.

Wedding Day Coordination duties include:

- Visit to both ceremony and reception sites prior to wedding (up to 2)
- Development and management of a detailed wedding timeline and floor plan for contracted vendors and bridal party prior to wedding
- Follow up telephone calls to all contracted vendors
- Creation of Wedding Outline and distribution of outline to wedding professionals and wedding party
- Rehearsal (4 hours) and Wedding Day Coordination (10-12 hours on site)
- Greet and place wedding professionals (florist, catering, entertainment, photographer, bakery, officiant, transportation liaison)
- Wedding party assistant
- Light décor arrangement, signage, place favors, set tables (DIY centerpieces), escort cards, arrange and light candles, dessert bar, tables numbers, etc
- Greet Guests and orchestrate Ceremony, Cocktail hour and Reception
- Unlimited phone calls and emails during the planning process
- Assistance in vendor search if needed

Packages Starting at \$1,650



## **Cheesy Love (Rehearsal or After Party)**

### **Fondue**

Gruyere with White Wine and Garlic

Baja Cheddar and Amber Ale

Serves up to 40 guests and includes: Sourdough, breadsticks, pretzels, homemade rye croutons, apples, raw mushrooms, raw bell peppers, asparagus wrapped phyllo, Beef Ribs, Catskills Smoked Sausage and Honey Ham

### **Charcuterie**

Assorted cured meats, sausages, prosciutto, liverwurst, knockwurst, Cheddar, Brie, Gouda, Mozzarella and Tomato salad, dried fruit and almonds



## **Florals and Decor**

- Arch Rental and Decor
- Ceremony Pieces
- Bridal Bouquets
- Corsages and Boutinners
- Centerpieces
- Tablescape
- Drapery
- Vintage China Rental

Packages Starting at \$2,200





## Ask about the Extras! We can do that!

### Beverage Services

Welcome Drink Station:

Water, Ice Tea and Lemonade for guests upon arrival to Ceremony \$3 per person (includes canister, ice and plastic cups along with a small table to place on)

Soft Drinks:

(Water station, iced tea, lemonade & soda variety) \$6 per person includes ice, canisters, cups, set up and break down. 5 Hours can change location twice. Includes galvanized tubs for guests to self-serve

Bartenders:

Depending upon venue and what is needed on site. Licensed bartenders to serve your guests throughout the evening.

### Arrange for Beer and Wine service

- Set up all aspects off an off-premises liquor license.
- Guide you through amount to purchase
- Service staff if needed

### Wedding party assistant 2nd helper

Additional staff person to assist with bridal party getting ready and transitioning to ceremony location. Runner from Bridal Suite to communication with family members, photographer, etc. This is required for over 200 guests.

### Dog Walking Services

Is your pup of honor part of the party? We have a person who can get pooch ready and hold him during pictures, walk him before ceremony and take him back to your hotel or just chill with him during the reception. Treats included. \$450 per pet.

Catskills Wedding Guidebook on Local Vendors: Just ASK

### Beverage catering

#### Rip Van Winkle

Tito's vodka, Captain Morgan, Bacardi Rum, 1800 Silver Tequila, Tanqueray Gin, Jameson Irish Whiskey, Dewar's Scotch, Malibu, Amaretto, Baileys and house selections of standard liquor  
1 signature drink  
3 bottled beers & Pinot Noir, Sauvignon Blanc & Rose (Current market price).

#### High Peak

Tito's vodka, Flavored Ketel One, Captain Morgan, Bacardi Rum, Patron Silver, Don Julio Reposado, Tanqueray Gin, Bombay Sapphire, Jameson, Dewar's, Crown Royal, Makers Mark, Malibu, Amaretto. Selection of 3 bottled beers and 1 draft selection. Pinot Noir, Merlot, Sauvignon Blanc, Pinot Grigio, Rose, Prosecco toast & 2 signature drinks (Current market price).

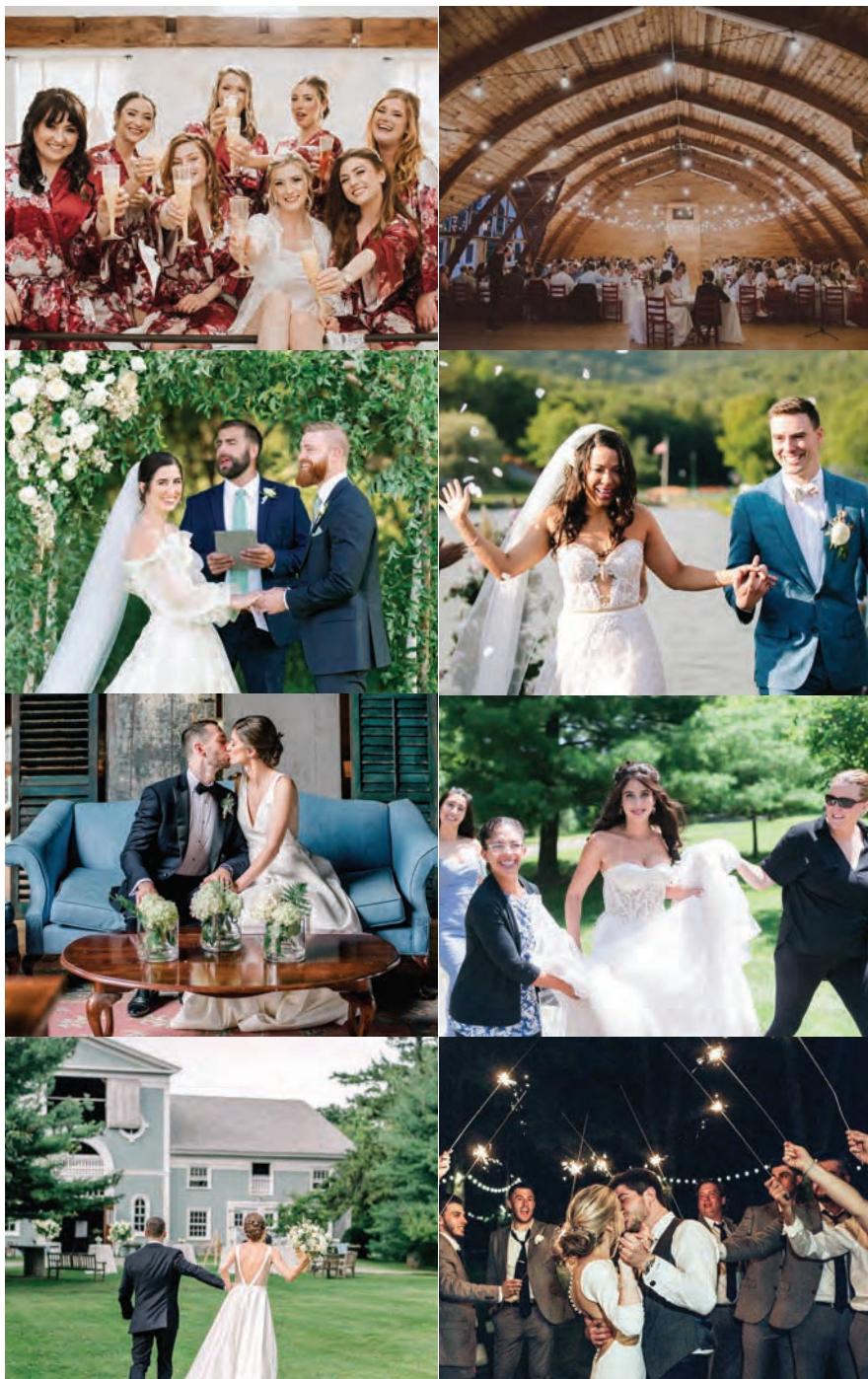
#### Beer and Wine only

Selection of 4 bottled beers and house wine selections  
(Current market price).

Soft Drinks, Water, Mixers, Ice, Plasticware are Included in all packages.  
Glassware rentals upon request.

Soft Drinks Include: Coke, Diet Coke, Ginger ale, Sprite, Seltzer & Tonic  
Mixers Include: Cranberry Juice, Orange Juice, Grapefruit Juice & Grenadine  
Specialty liquors and draft beer upon request.  
Bar Rental available upon request.

\*Please note these packages are based on a minimum 4 - hour Event. Staffing is included and will be provided based on final guest count. Final guest count to be noted three weeks prior. Package rate is plus a 23% administrative fee and 8% NYS tax. Package rate does not include glassware, rental packages can be added if needed. Travel fee may be added on parties over 35 miles. Full proposal will be given upon booking and a \$250 deposit to hold the date and space. Package minimum 100 guests. All brands based on supplier availability.



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## Contact Us

Erika here! Owner and Lead Planner of Catskills Concierge. (Pictured above with her son Gerhardt, Partner John Becker and their doggy Thalía aka LaLa).

Please get in touch with me. Let me answer any of your questions. I'd love to chat with you more.

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