

Contents

03	Welcome
05	The Process
06	Acrylic Signage
07	Seating Charts
08	Wooden Signage
09	Size Guide
10	Packages
12	Paper Goods
13	Invitations
14	Rental Mirrors
15	FAQ's
16	Next Steps

Welcome, I am so glad you're here!

I would be honored to work with you to create something special for your celebration. Hand lettered signs act as decor and communicates key details to your guests. At Script on This, we offer custom signage for weddings and events as well as custom builds, envelope addressing, paper goods, rentals, and even day of coordination!

Our goal is to create beautiful items that reflect you on your special day. We want to make the process as easy as possible so you can enjoy your time, by communicating to your guests in a truly personal and unique way.

xoxo Meg



"The signage was beautiful. The seating chart was absolutely incredible. She made a vision for us, when we didn't have much of one."



The Process

4-12 months out	1. Inquire 2. Discovery Call to discuss vision
4-12 months out	Pay \$300 Retainer & Sign contract to officially book your date on my calendar
2-12 months out	You gather ideas and save inspo. on Pinterest or via email
8 weeks out	Mockups & Proposal
6 weeks out	Video Call check in to finalize details
3 weeks out	Final wording due including seating charts
14 days out	Final payment due
Thursday before	Pick up materials unless you've chosen to add on delivery
Monday after	Rental items need to be returned within 3 days of event

Delivery to venue or meeting at a mutually agreed upon half way point is available for an additional fee. Distance impacts delivery fee and is accessed on a case by case basis. I am located in Silverton for pick ups and drop offs.



Suggested Signage

Below are the signs that I recommend to include and base pricing for each. On average, most couples invest \$1,500 - \$2,500 on their day of signage with me. Our investment minimum is \$1,000.00 for 2024.

*Pricing guideline is an estimate and may vary depending on desired size and content. Admin & Design & Miscellaneous fees are in addition to listed prices. Any Embellishments, Drawings, Designs, special materials, or custom shapes are subject to additional charges.

Welcome Sign (XL)	\$150
Cards & Gifts (M)	\$40
Guestbook Sign (M)	\$40
Seating Chart	see page
Bar List or Signature Cocktails	see page
Table Numbers (S)	\$8 - \$15



Size Guide

(XL) 20 X 30



Unplugged Signs

Large Menus

Last Name Signs

(L) 16 x 20

Cards & Gifts Menu's Bar Signage Guestbook

(M) 11 x 14

Appetizers Signage

 $(M) 8 \times 10$



Table Numbers

 $\overline{(S) \ 5 \times 7}$ (S) 4 × 6



Other Signage to consider

Place Cards

The best way to make each and every guest feel welcomed. Offered in many materials, & shapes. Can be either in calligraphy by hand or printed.

Dinner Menus

Printed menus at each place setting really ties everything together and takes your event to the next level. Menus are typically either 5x7 or 4x9. Many couples add guest personalization or add a thank you note.

Napkins

Cocktail napkins are a subtle touch that your guests will RAVE about. We often do foil napkins with your monogram, pet illustrations, or cute facts about your relationship. We love to focus on the small details.

Programs

The best way to make each and every guest feel welcomed. Offered in many materials, & shapes. Can be either in calligraphy by hand or printed.

Vow Books

The best way to make each and every guest feel welcomed. Offered in many materials, & shapes. Can be either in calligraphy by hand or printed.





Signature Cocktails

Signature Cocktail signs are some of my favorite pieces to create for weddings, they're also the perfect keepsake sign to display on your home bar cart for years to come. We offer a variety of shapes, sizes and colors so it's easy to customize and match your decor.

Pricing

One Piece + Illustration fee below	\$100
Two Piece + Illustration fee below	\$125



Hand Painted

Pet Illustrations	\$100 each
Drink Illustrations	\$80 each

On average each hand-painted illustration takes 2-5 hours. All other content on sign is engraved for a crisp finish.

Engraved

\$50 each
\$35 each
\$20 each

We first digitally trace the image then vectorize it and send to our engraver.

Delivery & Set up

We prefer to deliver and set up all signage so we can ensure everything looks exactly how we designed it. Some items require delivery and set up by our crew while other designs may not.

Delivery by Script on This team

Our team arrives on-site at your venue to display, secure, and touch up all pieces. On average, we spend 2 hours onsite setting everything up. We return in the evening at the close of your event to break down, clean up, collect all rental pieces and ensure your keepsake signage goes home with your cards & gifts.

Delivery within 50 miles (One Person Team)	\$400
Delivery within 50 miles (Two Person Team)	\$550
Delivery within 100 miles	Custom Quote

Mutual Meeting Pricing

We totally get it if you opt out of onsite set up and delivery by our team. Our team is based in Silverton and do offer client pick up and rental drop off but understand that it's a far drive. The below pricing is what it costs for us to meet you with your signage. We have an option for everyone!

Salem, Or.	\$100
Wilsonville, Or.	\$125
Oregon City, Or.	\$150
Portland, Or.	\$225



Seating Charts

Seating charts are highly recommended if you're inviting more than 75 guests. They provide organization and direction and will ultimately save you on having to rent extra tables and chairs since each guest is assigned to a seat. Prices below are jumping off points based on guest count.

150 Guests	\$250
200 Guests	\$350
300 Guests	\$450

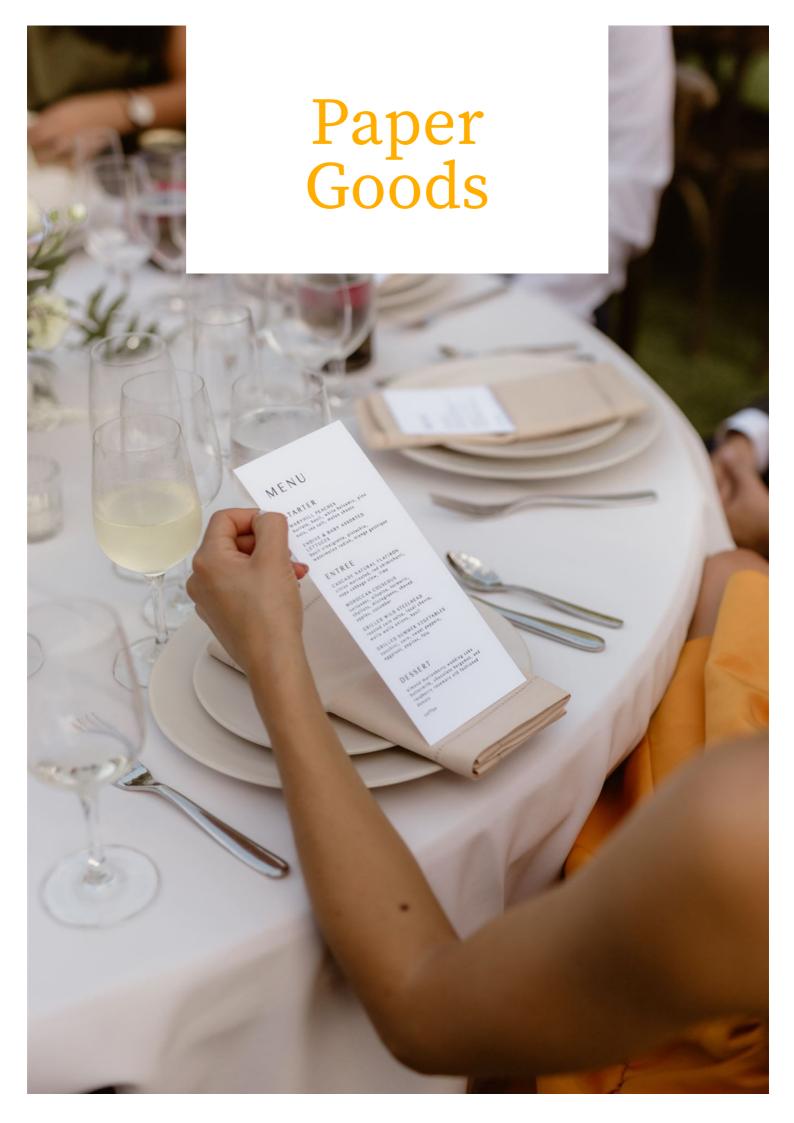
Custom Builds

Do you have a crazy idea? Hit us up! We have blind faith that we can bring just about anything to life and love to challenge ourselves.

Statement Seating Charts provide a WOW and are perfect for a branded event. Prices may vary. Inquire for a custom quote.

Custom builds typically start at \$1,500.00





PAPER GOODS

Printed Progams - 4 x 9	\$2.00 each
Printed Dinner Menu - 5 x 7	\$1.50 each
Printed Thank you cards - 4 x 6	\$1.50 each
Printed Reserved signs (tented) - 4 x 9	\$1.00 each
Printed Escort cards (tented) - 4 x 5	\$1.00 each
Printed Place Cards (tented) - 4 x 5	\$1.00 each
Printed Table Numbers - 5 x 7	\$1.50 each
Calligraphered Reserved signs (tented) - 4 x 9	\$2.50 each
Calligraphered Escort cards (tented) - 4 x 5	\$2.00 each
Calligraphered Place Cards (tented) - 4 x 5	\$2.00 each
Calligraphered Table Numbers - 5 x 7	\$2.50 each

^{*}Pricing guideline is an estimate and may vary depending on desired size & content. The above pricing is based on standard cardstock. Premium paper materials are available for an additional cost. Calligraphy services are available on most types of mediums and are not limited to paper goods. Calligraphy services are available in a variety of ink colors. White ink printing is an additional cost. Please keep in mind calligraphy styles are unique to the artist's own personal handwriting style and is not a "font".



- WEEKEND EVENTS -



WELCOME RECEPTION

friday, august 11th 7:00pm cocktails & dinner



WEDDING DAY

saturday, august 12th 4:00pm the ceremony



THE DAY-AFTER BRUNCH

sunday, august 13th 8:00 to 11:00am brunch buffet

ALL EVENTS AT SKAMANIA LODGE

Custom Invitations

Base Set of 100

5 X 7 Invite

4 x 6 Details Card (with QR code for RSVP's)

5 x 7 Envelope

Assembly \$1000

Add ons (set of 100)

Arched Paper (per card size)	\$75
Belly Bands	\$50 - \$250
Calligraphered Main Envelope Addressing (Guest & Return)	\$400
Deckle Edged Paper (per card size)	\$175
Envelope Liner	\$325
Letterpress Printing (per card size)	\$350 - \$600
Luxe Cardstock	\$100
Printed Vellum Wrap	\$250
RSVP Card & Envelope with printed return address	\$300
Wax Seals (Increased postage)	\$75 - \$250
White Ink Printing (per card size)	\$75 - \$150

*Any Embellishments, Drawings, Designs, Postage or custom shapes are subject to additional charges. Quantities are ordered in packs of 25.

Frequently Asked Questions

How far in advance do I need to book you for my wedding signage or invitations?

During peak wedding season (usually April – November), I recommend booking me at least 4-6 months in advance for day of signage. Invitations should be 10-12 months prior to your wedding. That said, I always do my best to accommodate tight timelines if I can!

Do you create everything by hand?

For the most part, yes. Most of everything I do is either done by hand or on my iPad digitally. Certain projects make more sense as digital reproductions (like putting your names on your invitation – we'll do a digital file and then your stationer will print it) while others, like place cards, have to be done by hand. Vinyl is also utilized at times depending on the complexity and style of the lettering needed. Regardless, whatever we make together will be unique and one of a kind.

How do I save a spot on your calendar?

First things first - shoot me an inquiry. Once we've ironed out the major details around your timeline, style/vibe, and color palette, I'll send you an invoice for our \$300 non refundable deposit that comes off the final total and our contract. Once both of those items are completed, you're booked! Once we're closer to your event date, we will coordinate with you or your planner to dial in all the final details.

What format do you need my guest names, addresses or other information in?

I will send you a guest list template from a shared Google Sheet that you can add all your information to. This makes it super simple and ensures everything comes over the correct way. Script on This is not responsible for data manipulation on guest lists besides alphabetically organizing the sheet if needed.

Do you provide the easels and stands?

Yes! We include all easels and stands for our signage for free. We have Gold, black, wood and copper options. For tabletop signs, we have smaller gold and clear stands. All easels and stands are on a first come first serve basis on availability. These all must be returned with any other rentals within 3 days of the event. Anything returned broken or damaged you may have to compensate for.

Can you write on something I already have?

Yes, definitely! Shoot over a photo of it and I'll give you a quote on it. Item must be in my possession at least 2 weeks prior to your event.

Next Steps...

1. Pay Your Retainer

Make your \$300 non-refundable retainer payment. This will come off your final total.

2. Sign Our Contract

Review our contract and make sure we're all on the same page with the nitty gritty details.

Main Points:

- Retainer is non-refundable
- Wording is due 14 days prior to your date
- Don't mix TL signage with generic store bought, DIY or other calligrapher's signage.
- Rented items must be returned within 3 days of event
- Pickup and Dropoff in Silverton unless otherwise arranged
- You're responsible for broken and damaged items

3. You're Booked!

Now that money's been exchanged and we're all on the same page, you're booked and on our calendar! Start gathering inspiration and developing your "wedding brand." From what we've already discussed, we'll put together mockups and an official proposal around the eight week mark.

At the one month date, we'll schedule another video call to finalize details and scope so we can start bringing your day of goods to life!

