

Your guide to planning with Mezze Events

before booking

ARE YOU AVAILABLE?

We'd love to hear about your event. Reach out with your wedding date, venue, and estimated guest count, and we'll let you know if we're available. From there, we'll share an overview of our planning process, menu style, and pricing to help you determine whether Mezze Events is the right fit for your wedding. If you'd like to move forward, we'll send a planning questionnaire to begin building a proposal tailored to your vision.

WHAT VENUES DO YOU WORK AT?

We've had the privilege of producing events at many of the Berkshires' most distinctive venues, including The Mount, Stonover Farm in Lenox, Prospect Berkshires in Egremont, MASS MoCA in North Adams, Chesterwood in Stockbridge, and The Ruins at Sassafras in New Lebanon.

We also love working at private homes, family properties, and discovering new venues. Every location has its own character, and we enjoy collaborating with venue teams to create a celebration that feels seamless and true to the setting.

EXPLORE SOME OF OUR FAVORITE LOCATIONS

WHAT ARE YOUR PRICING GUIDELINES?

Every event is different, so pricing is based on your guest count, menu selections, staffing, rentals, and venue needs. Once we know a bit more about your plans, we'll prepare a proposal that reflects your celebration and priorities.

food & beverage

CAN WE SCHEDULE A TASTING BEFORE BOOKING?

We'd love to cook for you.

Once your contract is signed and your initial payment has been received, we'll invite you to a tasting where we'll begin shaping your menu together. It's one of our favorite parts of the planning process. Until then, we encourage you to join us for dinner at Mezze Bistro to experience our food and hospitality firsthand.

WHEN CAN I COME FOR A TASTING?

Our tasting season runs from November through April, and we begin scheduling appointments each August.

Before your tasting, we'll send you a menu questionnaire so we can thoughtfully prepare dishes that reflect your preferences and vision. Your visit also includes a trip to our trusted rental partner's showroom, where we'll begin exploring table settings, linens, and tabletop details together.

HOW DO YOU CUSTOMIZE OUR MENU?

Every menu begins with a conversation.

Using your tasting questionnaire as a guide, we'll create a menu that reflects your tastes, your entertaining style, and the overall feel of your event. Throughout the planning process, we'll also thoughtfully accommodate dietary restrictions and special requests to ensure every guest feels welcomed at the table.

HOW DOES THE BEVERAGE PROGRAM WORK?

Your tasting includes more than the menu.

We'll also guide you through wine selections, signature cocktails, and other beverage offerings, helping you build a bar program that complements both your menu and the atmosphere you want to create. Whether it's a classic cocktail, a favorite wine, or a custom welcome drink, we'll tailor the experience to your gathering.

CAN YOU ACCOMMODATE DIETARY RESTRICTIONS?

Absolutely. Hospitality means making every guest feel cared for. We'll work with you throughout the planning process to accommodate dietary restrictions, allergies, and preferences while creating a menu that feels cohesive and generous for everyone at the table.

how does the planning process work?

Planning together happens in stages, and we'll guide you through each one.

From your first vendor introduction to the final guest count, our role is to quietly bring all the moving pieces together so you can be fully present for the experience itself.

We'll guide you through each decision at the appropriate time, so the planning process feels organized, enjoyable, and manageable.

BUILDING YOUR TEAM

Once your contract is signed and your initial payment has been received, we'll begin introducing you to trusted photographers, videographers, floral designers, musicians, lighting designers, and other creative partners who complement your vision.

We'll also begin securing the foundational pieces of your event, including rentals, tenting (when needed), kitchen equipment, generators, restroom trailers, and transportation.

DEVELOPING THE DETAILS

As your wedding approaches, we'll work together to shape the guest experience.

We'll finalize your menu, floor plans, rental selections, floral direction, and the overall flow of the weekend while coordinating with your venue and vendor team. If additional vendors are needed—such as ceremony musicians, officiants, or specialty rentals—we'll help guide those decisions as well.

FINAL PREPARATIONS

In the months leading up to your wedding, we'll begin confirming every detail.

Together we'll finalize the weekend timeline, ceremony logistics, vendor schedules, transportation, and service plans so everyone involved understands how the celebration will unfold.

THE FINAL WEEKS

Three weeks before your wedding, we'll ask for your final guest count so we can confidently prepare your menu, staffing, rentals, and seating plans.

From there, our focus shifts entirely to production—confirming vendors, preparing the venue, and quietly bringing every moving piece together so you can simply enjoy the weekend.

DO YOU COORDINATE OUR VENDORS?

Absolutely. We work closely with your venue and vendor team throughout the planning process, serving as a central point of communication to help ensure everyone is working from the same plan and timeline.

WILL YOU HELP WITH RENTALS?

Yes. We'll guide you through every rental decision—from tables and chairs to linens, tabletop, tents, lighting, and specialty items. We work with trusted rental partners throughout the Berkshires (and beyond) and will coordinate delivery, setup, and pickup as part of the planning process.

HOW DOES STAFFING WORK?

We'll determine the appropriate service team based on your guest count, menu, venue, and service style. Our goal is simple: gracious hospitality that allows you and your guests to relax, feel cared for, and enjoy the moment.

DO YOU CREATE THE WEDDING TIMELINE?

Yes. We'll develop a detailed timeline for the entire wedding, coordinating with your venue and vendor team to ensure everyone understands the day's flow—from vendor arrivals to the final send-off.

financial details

HOW DO PAYMENTS WORK?

To secure your date and begin securing rentals and transportation, we'll ask for an initial 25% payment along with your signed contract.

A second scheduled payment is due six months before your event date.

Your remaining balance is due 48 hours before your wedding, allowing us to finalize staffing, rentals, and the many details that bring your wedding weekend together.

WHAT IS THE ADMINISTRATION FEE?

Our 20% Administration Fee reflects the planning, coordination, and production that happens behind the scenes long before your wedding day.

It includes menu development and your tasting for up to six guests, sourcing and managing rentals, coordinating with your venue and vendor team, event timelines, staffing logistics, production oversight, and the many details that ensure your celebration unfolds seamlessly.

Much of our work is intentionally invisible. The Administration Fee supports the experienced team, planning, and coordination that enable you to be fully present with your family and guests on your wedding day.

wondering about something?

Every couple is different, and sometimes the best answers come through conversation.

We'd love to hear about your plans.

[Inquire About Your Celebration](#)