

Lamey's Event & Staffing

Wedding Consultant (Partial-Planning)

Package Starting at \$2500.00

Congratulations! You're engaged! Now it's time to plan and you have no idea where to start. The Partial Planning Package starts when you decide you're ready to begin planning your wedding. Lamey's Event & Staffing will be here with checklists to help you make decisions throughout your entire wedding journey. In addition to everything included in the Month of Package, here are the services included in this package:

Preparation

- Three (3) two-hour in-person consultation meetings to discuss:
- A cohesive design concept that will set the tone for the planning process
- Ceremony planning & reception planning Timeline
- Unlimited access via phone and email
- Detailed schedule for rehearsal, ceremony, and reception, including vendor and wedding party timetable

Vendor Selection and Coordination

- Vendor recommendations (caterer, florist, photographer, DJ, cake, invitations, etc.) (if needed)
- Review proposals and contract review
- Distribute wedding day timeline for vendors
- Contact vendors the week of the wedding to confirm previous discussions and verify all final details
- Relay final headcount to appropriate parties

Wedding Rehearsal

- Ceremony rehearsal coordination
- Organize wedding party for line-up and placement
- Receive all personal items for ceremony and reception (i.e. escort cards, guestbook, favors, etc.)
- Final walkthrough at reception and ceremony site

Wedding Day

Full day wedding coordination: overall management of wedding ceremony and reception for up to eight (8) hours on wedding day with one assistant

- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members, and vendors
- Place table centerpieces and décor
- Manage Setup and prep favor tables
- Final inspections on setup
- Greet guests and assist with seating arrangements as needed
- Attend to guests needing special assistance
- Coordinate with musicians on ceremony song selections
- Review reception activities and timing with band or MC/DJ and photographers/videographers
- Coordinate reception activities (Make Should timeline is running smoothly)
- Manage cleanup

- v Additional Fee for Wait Staff and Bartender
- v Additional Fee for Supplies

Lamey's Event & Staffing

Month-of Coordinator Package starting at \$1200.00

The Month Of Package is for the bride and groom who plan their wedding but want a reliable professional to take over responsibilities during the final stretch. This package is one of the best wedding gifts you can give yourself. It's an opportunity for you, your family and your friends to relax and fully enjoy the wedding you've been dreaming of! This package includes the following services:

Month Prior to Wedding Day:

Preparation

- One (1) in-person consultation meeting
- Unlimited access via phone and email one Month before wedding day
- Detailed schedule for rehearsal, ceremony, and reception, including vendor and

Vendor Selection and Coordination

- Be the main point of contact for all of your vendors prior to the wedding
- Management of deliveries and set up
- Distribute wedding day timeline for vendors
- Contact vendors the week of the wedding to confirm previous discussions and verify all

Final details

- Relay final headcount to appropriate parties

Wedding Rehearsal

- Ceremony rehearsal coordination
- Organize wedding party for line-up and placement

Wedding Day

Full day wedding coordination: overall management of wedding ceremony and reception for up to eight (8) hours on wedding day with one wedding one assistant

- Manage the timing of the event with wedding party, family members, and vendors
- Place table centerpieces and décor (manage)
- Setup and prep favor tables
- Final inspections on setup, seating
- Point of contact for vendors
- Handle any issues that may arise on the day of the wedding
- Greet guests and assist with seating arrangements as needed

- Review reception activities and timing with band or MC/DJ and photographers/videographers
- Coordinate reception activities – grand
- Distribute final payments and/or gratuities to vendors (paid by Client)
- Most importantly, attend to bride and groom to make sure they have everything they need at all times during their special day
- Manage clean-up

v Additional Fee for Wait Staff and Bartender

v Additional Fee for Supplies

Lamey's Event & Staffing

Day-of-Coordination Package Starting at \$900.00

Preparation

- One (1) over phone consultation meeting two (2) weeks prior to your event to discuss event details based on our completed Event Worksheet (Timeline)

Wedding Day

Full day wedding coordination: overall management of wedding ceremony and reception for up to eight (8) hours on wedding day with one assistant

- Manage the timing of the event with wedding party, family members, and vendors
- Final inspections on setup (as per instructions and session discussions)
- Point of contact for vendors
- Handle any issues that may arise on the day of the wedding
- Greet guests and assist with seating arrangements as needed
- Coordinate with vendors on day of on the day of review reception activities and timing with band or MC/DJ and photographers/videographers
- Distribute final payments and/or gratuities to vendors (paid by Client)
- Most importantly, attend to bride and groom to make sure they have everything they need at all times during their special day
- Manage clean-up

v Additional Fee for Wait Staff and Bartender

v Additional Fee for Supplies