



Melinda Lee Events Wedding Coordination Packages

Initial Consultation with Melinda Lee

The initial “Complimentary” consultation is just to get to know you and to find out more about you. This initial consultation will help you decide which Melinda Lee Events package is right for you. Prior to this meeting, you will receive a Bridal Inventory Tool Form that will help identify your taste, your style, your budget, and vision, so that we can make the most of our time together and give you a starting point for your planning, even if you choose not to utilize our services. This consultation usually lasts about 1 hour.

Full Complete Wedding Coordination \$1500

For the Bride that wants it all, with Melinda Lee Events, Full Wedding Planning, we take care of each and Every detail from start to finish. Our job is to give you options that work best within your budget.

M&C Full Complete Wedding Planning Services Include, but are not limited to the following:

- ✓ Consultation and continuous communication via clients preferred communication type.
- ✓ Venue and vendor selection for your style and budget (up to three venue site visits together).
- ✓ Choosing the guest list of your wedding and participants.
- ✓ Selecting the Date & Ceremony and Reception Location.
- ✓ Choosing stable and reputable vendors that you must have vs ones that are optional.
- ✓ Scheduling Caterer, Cake Tastings and Menus.
- ✓ Month by month task list.
- ✓ Negotiations and finalizing vendor contracts.
- ✓ Wedding design for all aspects of the Wedding Day.
- ✓ Consistent Vendor communications throughout the process, including onsite meetings.
- ✓ Creating Wedding day timeline, contact list and management of all details from start to finish, keeping the day on schedule.
- ✓ Creating Room Diagrams with venue.
- ✓ Creating Event Schedule for your wedding party and family.
- ✓ Management of wedding reception, including directing vendors on the “Big Day”.
- ✓ Acting as a liaison between bride, family and vendors on the “Big Day”.
- ✓ Melinda Lee will attend all vendor meetings to address any concerns, perhaps not mentioned in initial meetings.
- ✓ Timelines calendar for all contracts & payment due dates for all vendors.
- ✓ Monthly follow ups on progress and assigned duties for all member of the wedding party and Family.
- ✓ Choosing alcohol type bar and budgeting in accordingly.
- ✓ Choosing the right music (DJ vs Band) to make the right setting for your personality and ambiance.
- ✓ Access to the M&C wedding day emergency kit
- ✓ Décor ideas, colors & economical shortcuts.
- ✓ Assistance with vendor selections; cakes, venue, hotel accommodations, floral, photo/DJ, photobook, videographer, linens & décor, dresses, groomsmen tuxedos, etc.

Full Wedding Coordination Packages start at \$1500

Let's Party!



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“Month Of” or Partial Wedding Coordination \$1250

If you've started the process, but aren't sure what to do next. The Month Of or Partial Wedding Planning can be anywhere in between Full Wedding Production and Wedding Day Coordination.

Let us create the right package for you, wherever you are in the planning process.

MLC “Month Of” or Partial Wedding Planning Services include, but are not limited to the following:

- ✓ The full month of Melinda Lee will be there to keep the bride on track with contract due dates, final decisions and payments deadlines for all vendors.
- ✓ Any last minute decisions or meetings for final guest guarantees and payments due.
- ✓ Confirming all timing for day's activities for wedding party grooms fittings final, bride's hair & makeup schedule and DAY OF activities finalized.
- ✓ Communications with all vendors and confirm all delivery times & "Load In" instructions for vendors.
- ✓ Room Diagrams will be finalized with venue & will email out to all vendors 30 day confirmations.
- ✓ Melinda will call or meet with all vendors to confirm any last minute details, AV needs, or changes.
- ✓ Final walk thru of venue with bride and venue coordinator.
- ✓ Assistance with ceremony rehearsal and coordination of Rehearsal dinner.
- ✓ Consultation and continuous communication via clients preferred communication type.
- ✓ Management of wedding reception, including directing vendors on the "Big Day".
- ✓ Acting as a liaison between bride, family and vendors on the "Big Day".
- ✓ Access to the MLC wedding day emergency kit.
- ✓ Melinda Lee will attend all vendor meetings within 30 days of Wedding.
- ✓ Reminders for all contracts & payment due dates and arrangements.
- ✓ 30 Day follow ups on progress and assigned duties for all members of the wedding party and Family.
- ✓ Provide final checklist for brides and bridesmaids.

“Month Of” Packages Start at \$1,250

“Day of” Wedding Coordination \$750

Even if you've checked everything off your list, a Wedding Day Coordinator is a necessity so that everyone, especially you, the bride, can relax and enjoy the most precious moments you've been working toward to enjoy with your family and friends.

MLC “Day Of” Wedding Planning Services include, but are not limited to the following:

- ✓ Melinda Lee or her assistant, will arrive at venue the morning of the event to ensure all tables & chairs in are proper place.
- ✓ Day Of” continuous communications with bride and family all day.
- ✓ Vendor contact to confirm day-of details (week prior to wedding).
- ✓ MLC representative will be on site to confirm all delivery timeline and details.
- ✓ Management of all load in and strike times of all vendors.
- ✓ Acting as a liaison between bride, family, and vendors
- ✓ Access to Wedding Day Emergency Kit.
- ✓ Cell phone communications with all vendors to ensure correct delivery times and products.
- ✓ Managing catering staff and food setup and flow of guests.
- ✓ Decorating all tables and chairs for reception.
- ✓ Post Event Load up & oversight of staff cleanup.
- ✓ Ensure Gifts and liquor are loaded up with the proper family member.

“Day Of” Package start at \$750

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About Melinda Lee, T.W.P.

As a Dallas native, Miss Melinda Lee (Nolasco) possesses a wide array of knowledge which she openly shares with her clients. Melinda, initially with a background in Commercial Real Estate as an Executive Assistant and Meeting Coordinator, her Administrative and strong organizational and communication skills are instrumental in all aspects of her business. Melinda has 25 years in the Restaurant and Catering industry in the Dallas area, including Lawry's The Prime Rib, City Café, Culinary Art Catering, Chef Pete Catering, Arthurs Prime Steaks & Seafood, La Duni, Mi Piaci, Atlantic Café, Bennigans, Magic Pan, Hotel Intercontinental, Magic Time Machine, and more. In 2008, Melinda obtained her Wedding Planning certification, and offers several levels of her **"Full Planning"**, **"Month of"**, or **"Day Of"** services to all of her clients. She is extremely organized and has a recommended list of vendors that are highly respected vendors in the Dallas area which she openly shares with all her clients.

Every single little detail will be addressed in our initial consultation, from the first meeting discussing the Room diagram and colors, to the linens, staff attire place settings, floral centerpieces, the bride & Groom romance table and the pirate dance after guests have departed. Let's make this wedding **YOURS & YOURS** alone - - with personal touches with family & friends that will make the day smooth and stress free to you & your family. There are so many unique pieces of your day that make you your fiancée **SPECIAL** and unique. Fun unique ideas to all keep within your overall budget, but still be fun & memorable for your guests.

Melinda's Team of professional Service Staff, are all full time professional Servers and have followed her for almost a decade. Melinda's passion and dedication to the clients satisfaction, is priority to her and the success of Melinda Lee Events. Its all about details, detailed details and timing. With over 100 very satisfied clients, they all have rave reviews about her and the five star "Turn-Key" service she offers. "I refuse to nickel & dime clients, and want to offer as much assistance to the Bride while keeping within her budget. MY goal is to have the bride relaxed and enjoy her day other than stressing about vender load in times. Boutonnieres arriving on time, cakes arriving and being setup properly, etc. I hope that all my clients will tell their friends and associates about me for their future Catering Events. I truly LOVE what I do – this is my dream job!" –

Melinda Lee

Let's Party!

