

# THE PLANNER

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event planning / coordinating packages + pricing details

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Month-Of Coordination / Partial Planning / Full Service Planning & Design





# MONTH-OF COORDINATION

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starting at \$2500 (12 hours)

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This package is for the on-top-of-it couple -- you've handled booking vendors and sourcing decor elements -- but you also understand the necessity in handing off the reins. We'll take it from here, tackling all communication one month prior to your wedding date, day-of details, and everything required to make your celebration run smoothly. Let us worry about when the cake arrives and when to announce the toasts while you and your new spouse hit the dance floor and enjoy that glass of bubbly!

- professional advice & communication via phone/email upon booking
- access to our exclusive rental inventory (beautiful pieces for MWS clients only!)
- vendor referrals
- final detail communication with vendors 6 weeks prior
- custom minute by minute timeline
- ceremony rehearsal
- set up, styling + clean up of decor
- "go to" person for guests, wedding party + vendors





# PARTIAL PLANNING

starting at \$5900

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Beginning anywhere from 6-12 months prior to your wedding, we start off by getting to know who you are, tracking your priorities, building the dream team of vendors, and piecing together all the design details. From the welcome table to the reception place settings, every element of the wedding day should tell your love story! Whether you have a fully outlined idea of what you want and just need help pulling together the final elements, or your "vision" is more of "vibe" at the moment, we can make your wedding dreams a reality.

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- all planning items listed in our Day-Of Coordination
- develop theme, color combinations + design elements
- coordination of vendors (you book, we coordinate)
- custom mood board for each part of your celebration: ceremony, cocktail hour, reception
- access to our catalog of custom wedding planning documents



# FULL SERVICE PLANNING

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starting at \$9500

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This package starts from the very beginning stages of planning your big day. Are you looking for a wedding best friend (or two)? Then look no further, we are your people! This package is for the couple who wants to walk side-by-side a wedding professional throughout the entire planning process. Whether you don't have the time to plan a wedding or you simply want someone to bounce fun ideas off of, this package is built to help you research, coordinate and design every little detail of your wedding. We are ready to do it all!

- all planning items listed in our other 2 packages
- budget advice + management
- check availability, gather proposals + secure services for vendors fit specifically to your style + budget
- vendor contract negotiation and contract management
- present decor options and sourcing information
- assistance with menu development and recommendations on food choice
- main point of contact for all vendors throughout planning process
- design paper products: save the dates, invites, day-of goods
- research + book hotel room blocks
- oversee wedding party + guest transportation
- 1 additional onsite MWS team member for assistance with set up, logistics, and clean up







# WHAT COMES NEXT

*Yay! You're In love (with us)! Look through the next steps below and we'll start the planning process right away.*

## 1. SUBMIT A REQUEST FOR YOUR CLIENT SERVICES CONTRACT

Send us an email at [hello@meriwethersocial](mailto:hello@meriwethersocial) and include which planning package you've selected and your event date.

## 2. RETURN CONTRACT + DEPOSIT

Once you submit your completed contract and 50% deposit (via Venmo or check) you are booked in our calendar. From there, the planning takes off and we begin to bring your dream day to life!



### [ *additional information* ]

#### **TRAVEL CHARGE**

For any events outside of Ann Arbor, we charge \$1/mile per direction for rehearsals and wedding days. Lodging fee will be applied for any event over 2hrs from Ann Arbor.

#### **DEPOSIT SCHEDULE**

50% of package fee due at booking  
25% of package fee due 3-6 months prior to event  
25% of package fee due 5 days prior to event  
Any additional charges due no later than 10 days after event

#### **ADDITIONAL HOURS**

Any hours (planning or on-site labor) not included in selected package will be billed at \$150/hr

*Thank You: Beyond Jade Photography, Sean Cook Weddings, Lindsey Billings Photography, and Smith & Co. Photo*