

## preparation

- One In-Person Meeting which includes a venue walk-through and sit-down meeting (within 60 days of wedding)
- Unlimited email communication
- Creation of event floor plan
- Detailed schedule for rehearsal, ceremony and reception, including vendor and wedding party timetable
- Checklist of personal items needed for wedding day
- Etiquette Advisement and Marriage License Information

## vendor coordination

- Vendor recommendations (photographers, videographers, bands, DJ's, entertainment, caterers, florists, lighting, rentals, specialty rentals, transportation, officiants, hair/make-up, etc.)
- Client access to "real time" Vendor Sheet & Budget Form, a personalized, synced log of booked vendors and ceremony detail
- Client access to DIY checklists upon request
- Distribute wedding day timeline for vendors + strike instructions
- Contact vendors the week of the wedding to confirm final details
- Confirm vendor meal counts with caterer

## wedding rehearsal

- Direct wedding rehearsal
- Announce wedding day arrival times for wedding party & family with brief photo schedule overview
- Receive all personal items for ceremony + reception (i.e. escort cards, guestbook, favors, etc.)

## wedding day

- Wedding Day coordination:
  - Begins 3 hours prior to ceremony
  - Overall management of wedding ceremony and reception
  - Includes Day Of Planner + Assistant
- Use of Events by M and M wedding day emergency kit
- Manage event timing w/wedding party, family members & vendors
- Distribute flowers to wedding party and family
- Final inspections on setup, seating placements/count, table/escort cards, décor, etc. (as per instructions and session discussions)
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Coordinate with musicians on ceremony song selections
- Cue ceremony
- Review reception activities and timing with band or MC/DJ and photographers/videographers
- Coordinate reception events: grand entrance, dances, toasts, etc.
- Distribute final payments and gratuities to vendors (paid by client)
- Coordinate transport of gifts/personal items: designated car or room. \*Dedicated Gift Attendant can be contracted for an additional fee.

## notes

Your details and information are maintained in a top of the line, custom database, ensuring the most comprehensive and fluid experience throughout the planning process. We look forward to being part of your wedding dream team, so that your wedding day is everything you've dreamed of.... there's no better way to begin the rest of your life!

Additional event coordinator(s) may be required for weddings larger than 300, specific properties, multiple locations or at events where there is shuttle transportation for your guests.

The following services may also be added for an additional fee:

- Additional Day-of Coordinators
- Additional In-Person Consultations or Vendor meetings
- Personal attendant for the bride
- Attendant for recorded receipt of Gifts and Cards
- Assist with wedding website content/wording
- Assemble & Mail-out invitations (postage paid by client)
- RSVP & Guest List Management
- Assist with out-of-town guest accommodations (hotel, transportation, events, etc.) + welcome bags/baskets
- Create and distribute directions, timelines and visitor activities packet for out-of-town guests
- Engagement Parties
- Photoshoot styling's, (i.e. engagement shoot)
- Custom Inspiration Boards
- Miscellaneous graphic design
- Sweet Treat Buffets

## preparation

- One In-Person Meeting which includes a venue walk-through and sit-down meeting (within 60 days of wedding)
- Unlimited communication via email throughout planning process
- Unlimited phone communication 30 days prior to wedding
- Creation of event floor plan
- Detailed schedule for rehearsal, ceremony and reception, including vendor and wedding party timetable
- Checklist of personal items needed for wedding day
- Etiquette Advisement and Marriage License Information

## vendor coordination

- Vendor recommendations (photographers, videographers, bands, DJ's, entertainment, caterers, florists, lighting, rentals, specialty rentals, transportation, officiant, hair/make-up, etc.)
- Contact vendors 30 days prior to the wedding to begin fielding reference/setup/remaining detail questions on client's behalf
- Request and obtain insurance certificates if required by venue
- Client access to "real time" Vendor Sheet & Budget Form, a personalized, synced log of booked vendors and ceremony detail
- Distribute wedding day timeline for vendors + strike instructions
- Contact vendors the week of the wedding to confirm previous discussions and verify all final details
- Relay final head count to appropriate parties

## wedding rehearsal

- Direct wedding rehearsal
- Announce wedding day arrival times for wedding party & family with brief photo schedule overview
- Receive all personal items for ceremony + reception (i.e. escort cards, guestbook, favors, etc.)

## wedding day

- Wedding Day coordination:
  - Overall management of wedding ceremony and reception
    - Begins 3 hours prior to ceremony
    - Includes Day Of Planner + Assistant
- Use of Events by M and M wedding day emergency kit
- Manage event timing w/wedding party, family members & vendors
- Distribute flowers to wedding party and family
- Final inspections on setup, seating placements/count, table/escort cards, décor, etc. (as per instructions and session discussions)
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Coordinate w/musicians on song selections & Cue Ceremony

- Review reception activities and timing with band or MC/DJ and photographers/videographers
- Coordinate reception events: grand entrance, dances, toasts, etc.
- Distribute final payments and gratuities to vendors (paid by client)
- Coordinate transport of gifts and personal items to designated car or room. \*Dedicated Gift Attendant can be contracted for an additional fee.

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The following services may also be added for an additional fee:

- Additional Day-of Coordinators
- Additional In-Person Consultations or Vendor meetings
- Personal attendant for the bride
- Attendant for recorded receipt of Gifts and Cards
- Additional Day-of Coordinators
- Additional In-Person Consultations or Vendor meetings
- Assist with wedding website content/wording
- Assemble & Mail-out invitations (postage paid by client)
- RSVP & Guest List Management
- Assist with out-of-town guest accommodations (hotel, transportation, events, etc.) + welcome bags/baskets
- Create and distribute directions, timelines and visitor activities packet for out-of-town guests
- Engagement Parties
- Photoshoot styling's, (i.e. engagement shoot)
- Custom Inspiration Boards
- Miscellaneous graphic design
- Sweet Treat Buffets

## preparation

- Up to 3 In-Person Planning Consultations/Sessions, including personal attendance to select service provider meetings as stated below in “Vendor Selection + Coordination”, for example:
  - Theme session to help client create a cohesive design concept that will set the tone for the planning process
  - Budget and cost analysis – help establish priorities
  - Menu Tasting + “Details” Meeting with Hotel/Caterer.
  - Timeline Session
- Continuous communication via phone + email
- Communication w/booked vendors throughout the planning process
- Personalized checklists and reminders
- Creation of event floor plan
- Ceremony planning + Reception planning
- Detailed schedule for rehearsal, ceremony and reception, including vendor and wedding party timetable
- Review event order/Banquet Event Order (BEO) from hotel/caterer
- Custom Events by M and M Vendor Forms
- Etiquette Advisement and Marriage License Information

## vendor selection + coordination

- Vendor recommendations (photographers, videographers, invitations, bands, DJ’s, entertainment, caterers, florists, lighting, rentals, specialty rentals, transportation, officiants, hair/make-up, etc.)
- Review proposals and contract review
- Rental placement and management, including obtaining quotes (including chairs, tables, linens, service-ware, draping, lighting, dance floor, specialty rental items etc.) and finalizing order with the selected company upon client approval.
- Assistance in tracking vendor deposits, payments and due dates
- Request and obtain insurance certificates if required by venue
- Client access to “real time” Vendor Sheet, a personalized, synced log of booked vendors and ceremony detail
- Client access to “real time” Budget sheet for tracking expenses
- Distribute wedding day timeline for vendors + strike instructions
- Distribute driving directions as needed
- Contact booked vendors the week of the wedding to confirm previous discussions and verify all final details
- Relay final head count to appropriate parties

## wedding rehearsal

- Direct wedding rehearsal
- Organize wedding party for line-up and placement
- Announce wedding day arrival times for wedding party & family with brief photo schedule overview
- Receive all personal items for ceremony + reception (i.e. escort cards, guestbook, favors, etc.)

## wedding day

- Full day wedding coordination: overall management of wedding ceremony and reception with one planner and at least two assistants
- Use of Events by M and M wedding day emergency kit
- Manage the timing of the event with wedding party, family members and vendors
- Distribute flowers to wedding party and family
- Final inspections on setup, seating placements/count, table/escort cards, décor, etc. (as per instructions and session discussions)
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Coordinate w/musicians on song selections and Cue ceremony
- Review reception activities and timing with band or MC/DJ and photographers/videographers
- Coordinate reception activities – grand entrance, dances, toasts, etc.
- Distribute final payments and/or gratuities to vendors (paid by client)
- Coordinate transport of gifts and personal items into designated car or hotel room. \*Dedicated Gift Attendant can be contracted for an additional fee.

## notes

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Additional event coordinator(s) may be required for weddings larger than 300, specific properties, multiple locations or at events where there is shuttle transportation for your guests.

The following services may be added for an additional fee:

- Additional Day-of Coordinators
- Assist with wedding website content/wording
- Personal Attendant for the bride
- Attendant for recorded receipt of Gifts/Cards
- Assemble & Mail-out invitations (postage paid by client)
- RSVP & Guest List Management
- Assist with out-of-town guest accommodations (hotel, transportation, events, etc.) + welcome bags/baskets
- Create and distribute directions, timelines and visitor activities packet for out-of-town guests
- Engagement Parties
- Photoshoot styling’s, (i.e. engagement shoot)
- Custom Inspiration Boards
- Miscellaneous graphic design
- Sweet Treat Buffets

## design + preparation

- Up to 5 In-Person Planning Consultations/Sessions, including personal attendance to select service provider meetings as stated below in “Vendor Selection + Coordination” (for example):
  - Design session to define your preferences, priorities, personality, taste and style. With that, create a personalized design and theme for your event, interwoven throughout all aspects of the wedding (from location, invitations, décor, attire, cuisine, etc.)
  - Budget and cost analysis – help establish priorities, including creation and management of a personal budget spreadsheet.
  - Menu Tasting + “Details” Meeting with Hotel/Caterer.
  - Timeline Session
  - Table Decor + Final Prototype Session
- Continuous communication via phone + email
- Location sourcing and attendance to site visits
- Assistance in booking vendors (not including contract negotiation)
- Communication with vendors throughout the planning process
- Personalized checklists and reminders
- Assist with wedding website content/wording
- Creation of event floor plan
- Ceremony planning + Reception planning
- Detailed schedule for rehearsal, ceremony and reception, including vendor and wedding party timetable
- Review event order/Banquet Event Order (BEO) from hotel/caterer
- Assist with development of the reception seating assignment
- Etiquette Advisement and Marriage License Information
- Assistance with selection of wedding party gifts
- Assistance with wedding favors as follows:
  - Guidance and assistance on agreed upon DIY project.
  - Assist with selection and ordering of favor item.
- Checklist of personal items for ceremony + reception (i.e. escort cards, guestbook, favors, etc.)
- Rehearsal Dinner Guidance

## vendor selection + coordination

- Attendance to select service provider meetings based on client’s needs.
- Vendor recommendations (photographers, videographers, invitations, bands, DJ’s, entertainment, caterers, florists, lighting, rentals, specialty rentals, transportation, officiants, hair/make-up, etc.)
- Review proposals and contract review
- Rental placement and management and obtaining quotes (including chairs, tables, linens, service-ware, draping, lighting, dance floor, specialty rental items etc.) and finalizing order with the selected company upon client approval.
- Assistance in tracking vendor deposits, payments and due dates
- Request and obtain insurance certificates if required by venue
- Client access to “real time” Vendor Sheet, a personalized, synced log of booked vendors and ceremony detail
- Client access to “real time” Budget sheet for tracking expenses
- Distribute wedding day timeline for vendors + strike instructions
- Relay final head count to appropriate parties

## wedding rehearsal

- Direct wedding rehearsal
- Organize wedding party for line-up and placement
- Announce wedding day arrival times for wedding party & family with brief photo schedule overview

## wedding day

- Full day wedding coordination: overall management of wedding ceremony and reception with at least one planner and two assistants
- Use of events by m and m wedding day emergency kit
- Manage wedding timing with bridal party, family members and vendors
- Distribute flowers to wedding party and family
- Final inspections on setup, seating placements/count, table/escort cards, décor, etc. (as per instructions and session discussions)
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Coordinate with musicians on ceremony song selections & Cue Ceremony
- Review reception activities and timing with band or MC/DJ and photographers/videographers
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## additional services

- Additional Day-of Coordinators
- Personal attendant for the bride
- Attendant for recorded receipt of Gifts and Cards
- Assemble & Mail-out invitations (postage paid by client)
- Invitation, RSVP & Guest List Management
- Assist with out-of-town guest accommodations
- Guest Welcome Bags/Baskets and activities packets
- Engagement Parties
- Photoshoot styling’s, (i.e. engagement shoot)
- Sweet Treat Buffets