

# Jennifer Matteo

## EVENT PLANNING

### CUSTOM WEDDING PACKAGES & SERVICES

941.315.8212 • WWW.JENNIFERMATTEO.COM

#### Collection of Services

1 HOUR PHONE  
CONSULTATION  
**\$300**

ESSENTIAL  
PACKAGE  
**\$1,650**

PARTIAL  
PLANNING  
**\$2,850**

FULL  
PLANNING  
**Starting at \$5,000**

WE OFFER A VARIETY OF DIFFERENT COLLECTIONS  
TO FIT EVERY UNIQUE STYLE & BUDGET

#### ESSENTIAL PACKAGE

▪ **Planning Meeting**

Let's plan a time to meet or chat! If you are local, we will meet with you to discuss your initial vision and wedding plans and meet again the month of your wedding to go over every last detail! If you are planning from afar – we are happy to work around your travel schedule or plan digital meetings to aide in the planning process.

▪ **Venue Site**

**Visit to discuss layout options, optimal decor and design**

We look forward to touring your venue with you! This allows both you and our team to understand your vision for the space - and for us to make suggestions to enhance the beauty of your day!

▪ **Floor Plan Design Assistance**

We will produce your floor plans for you based on guest count, venue and table preference

▪ **Timeline Development**

This is a very important part of a successful event and we will make sure everyone knows exactly what is happening and when. We develop your timeline while asking you and your vendors a few questions to ensure that everything will run as smoothly as possible!

▪ **Unlimited Communication**

Please call me! I welcome your calls and emails to answer any questions that you may have about the planning process and for vendor referrals. I do not limit communication, I am here to help!

▪ **Use of JMEP Inventory Items**

Allow us to make suggestions from our inventory to enhance your day! Use of many items is complimentary, if larger items are requested (backdrops, arch, etc) additional delivery and pick up charges will apply.

▪ **Vendor Coordination**

We will speak with each vendor to ensure that they have the information that they need, are scheduled to arrive and depart at the correct time and are all set to make your event one to remember!

▪ **Wedding Rehearsal Management**

Associate Planner or JMEP team member to be on site for 1-hour to run your rehearsal, and make sure that you feel comfortable with the plans for your big day!

▪ **On Site Wedding Day Management**

Associate Planner and Assistant guaranteed to be on site from the arrival of the first vendor on the day of the wedding until all the events of the evening have concluded.

Is there something missing from this list? Let us put together a custom package to fit your needs!

## PARTIAL PLANNING

### ▪ **Inspiration Board and Fabric Samples**

Allow us to create a custom mood board for you, to bring your wedding vision to life! We work with you to tweak the images provided until you are 100% thrilled with the direction and styling for your big day!

\*Digital inspiration board will be emailed to you, as well as fabric samples once they are chosen!

### ▪ **Show Table**

This is the fun part! Once vendors are booked - we will bring all your choices together with additional options so you can see what your florals, china, chargers, linens (THE WORKS!) will look like, and make any changes you wish!

### ▪ **Event Styling**

It's all in the details! We will use the inspiration board, and meet with area vendors to bring your wedding to life!

Vendors included in this service:

- Bakery / Dessert
- Florals
- Invitation Suite and Stationary Items
- Signage Design
- Rental items (Lighting, Furniture, etc)

### ▪ **Venue Selection**

If you haven't found the perfect place to say "I DO" - let us help! We take your date, desires and budget in mind and suggest some great locations for you!

### ▪ **Venue Site Visit to discuss layout options, optimal decor and design**

We look forward to touring your venue with you! This allows both you and our team to understand your vision for the space - and for us to make suggestions.

### ▪ **Planning Meetings**

Let's plan a time to meet or chat! If you are local, we will meet with you to discuss your initial vision and wedding plans. If you are planning from afar - don't worry, we can plan meetings remotely and get all the details covered! We offer unlimited planning meetings and are happy to schedule them as needed to ensure your big day is absolutely perfect!

### ▪ **Timeline Development**

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### ▪ **Floor Plan Design Assistance**

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Associate Planner or JMEP team member to be on site for 1-hour to run your rehearsal, and make sure that you feel comfortable with the plans for your big day!

### ▪ **On Site Wedding Day Management**

Lead Planner and Assistant Guaranteed to be on site from the arrival of the first vendor on the day of the wedding until all the events of the evening have concluded.

### ▪ **Associate Planner and Assistant Guaranteed**

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### ▪ **Storage**

We are happy to store your wedding items until the big day has arrived! Please let us know when you would like to deliver or ship items so we can keep careful track, and have them ready for you on your wedding day!

### ▪ **Unlimited Communication**

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### ▪ **Use of JMEP Inventory Items**

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### ▪ Overall Event Management and Execution

From beginning to end, we will recommend and coordinate with your vendors to allow for a smooth planning process - that is stress free!

This includes, but is not limited to:

- Entertainment
- Transportation
- Hotel Room Blocks
- Beauty Services
- Bridal Fashion Styling
- Bridal Favor Selection
- Photography/Videography
- Catering Services

### ▪ Budget Management

We will manage all payments made, as well as monies due to ensure you stay on budget and all payments are made in a timely fashion.

### ▪ Event Styling

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Vendors included in this service:

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- Florals
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