



# Wedding Planning Packages

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[www.mieventsandmoore.com](http://www.mieventsandmoore.com)

**Our help allows family and friends to enjoy your day with you. We handle all issues that arise.**

We help to make it the Event you have been planning for your whole life.

Complimentary Initial consultation with the bride and groom/family member (1 hour).

All Meetings can be in-person, at your location and on your time schedule.

All packages can be modified to fit with the needs of your event.

**All Packages include:**

Unlimited e-mail and phone calls throughout wedding planning process

Provide referrals of preferred wedding professionals as requested

Continuous consultation about vendor services/products

**Day of Wedding Coordination (one coordinator):**

**\$600.00**

Two in-person meetings prior to wedding day to gather information about your wedding and establish how you wish for your wedding to flow

8 hours of wedding day coordination

Provided digital version of spreadsheet for Rehearsal and Wedding Day timeline.

Assistance at Rehearsal

Supervision set-up of Ceremony/Reception items with vendors

Assistance with handing out wedding flowers, pinning on corsages, and boutonnieres

Pass out Payments

Coordination of Wedding Gifts received at Wedding with designated family member

**Bridal Package (one coordinator and 1 event staff for set-up only):**

**\$900.00**

Includes all items in the Day of Coordination Package

10 Hours of wedding day coordination

Up to four in-person meetings prior to wedding day to gather information about your wedding and establish how you wish for your wedding to flow

Set-up of minor reception items (placing centerpieces, set-up of guest book/escort cards, cake table)

**Groom Package (one coordinator and up to 2-4 event staff for set-up only):**

**\$1,200.00**

Includes all items in the Bridal Package

All day wedding day coordination

Assistance with guest list and seating arrangement management

Confirmation with all wedding vendors the week leading to the wedding

Set-up of Wedding Reception including linens, centerpieces and lighting. (take down will only be for items obtain through Events & Moore)

**Reception Package (2-4 event staff):**

**\$1,500.00**

Two in-person meetings prior to wedding day to gather information about your wedding and establish how you wish for your wedding to flow

Set-up of Wedding Reception including linens, centerpieces and lighting.

Wedding reception take down of items put up during set - up of wedding reception.

### **Wedding Planning Package:**

**\$600.00**

Provided with a special binder to hold all important planning information  
Negotiation and Review of contracts with wedding vendors  
Review of contracts before signing  
Prepare estimated wedding budget and help keeping track of actual expenses  
Assistance with selecting color scheme, theme, and style  
Assistance with scheduling appointments with wedding vendors  
Assistance with the selection of Table Favors  
Assistance in Ordering Specialty Items for Wedding party gifts  
Assistance with hotel blocks and out-of-town guest travel arrangements  
Budget updates and planning schedule done monthly  
Attendance at meetings as requested (based on availability)  
Assistance with guest list and seating arrangement management  
Continuous updates and consultation about vendor services/products

### **Individualized Wedding Packages:**

You create the list of items that you need assistance with. **Pick from any of the packages with the exception of on-site coordination.** You can add items at \$75.00 per item.

**Bronze Package: \$400.00** Select 4 items that you need assistance with for your wedding

**Silver Package: \$550.00** Select 6 items that you need assistance with for your wedding

**Gold Package: \$700.00** Select 8 items that you need assistance with for your wedding

**Platinum Package: \$850.00** Select 10 items that you need assistance with for your wedding

### **What other types of things can a wedding consultant help with?**

Arrange grand entrance music at reception with pre-produced music arrangement for DJ

Make suggestions on the little details to make your wedding a success

Assistance with scheduling appointments with wedding vendors

Assistance with the selection of Table Favors

Assistance in Ordering Specialty Items for Wedding party gifts

Budget updates and planning schedule

Attendance at meetings as requested (based on availability)

Negotiation of contracts with wedding vendors

Provide referrals of preferred wedding professionals as requested

Review of contracts before signing

Setup and supervision of Ceremony items and vendors

Help you pull your ideas into a viable plan

Help you establish a budget

Help compile and organize your invitation list

Work with Bridesmaids for shower and Bachelorette party ideas

Advice on important information needed when selecting a vendor

Suggest activities for any out of town guests

Help to make travel and lodging accommodations for out of town family and friends

Return rental equipment

Pick-up prepaid supplies

### **Additional Services:**

**Junior Wedding Reception \$150.00** - We provide a licensed child care provider to be on site for your reception and provide your littler guests with entertainment. Rate covers 4 hours and up to 20 guests. Additional charge for more than 20 guests is \$5.00. Fees are based on number of RSVP's.

**Welcome Gift Bag** – Color coordinated bags can include a special thank you note to your guests that have traveled a distance. We will provide snacks and information for your guests that are from out of town. Package includes information on Lansing Attractions and map to city assorted snacks, bottle water, or fresh fruit. Select from a variety of items. Additional items sunglasses, maps to wedding and reception, special gifts. Prices range from \$10.00-\$25.00. Junior guest is \$10.00 and includes activities and crayons.