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MAGICAL MOMENTS  
EVENT PLANNING  
Celebrate

317-459-8988

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Full Planning Package with Day of Coordination \$4800

A wedding is incredibly complex to orchestrate with zillions of details to think about. Wouldn't it be heaven to only have to worry about showing up and looking gorgeous? Well, we're here to help make that dream a reality. Simply give us your budget, priorities and wish list and we'll design the most gorgeous wedding you can imagine. We walk you through the steps of full wedding planning and coordination, to ensure peace of mind that your wedding is done right and within your budget

*Pre-Wedding*

- Wedding planning timeline preparation and creating a wedding checklist
- Establishing priorities, developing and tracking the budget
- Ceremony + reception venue location
- Vendor recommendations, negotiations and bookings
- Contract review
- Vendor management
- Creation and execution of a design scheme
- Assistance in ordering save-the-dates, wedding invitations and all printed materials
- Tracking of guest RSVP's
- Wedding Website Management
- Wedding favors & accessories



- Coordinating accommodations, transportation and childcare
- Marriage License assistance
- Etiquette information
- General advice and consultation
- Unlimited meetings and coordination time
- Coordination of the safety plan
- Attendance at vendor meetings
- Confirming all details with the appropriate vendors prior to the wedding
- Facilitating the ceremony rehearsal

### *Wedding Day*

- Unlimited time on-site with your planner and up to two assistants, allowing you to enjoy every moment of your wedding day without any worry of the details
- Directing the ceremony processional
- Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- Being the point of contact for all vendors
- Assisting the family, wedding party and guests as needed
- Distributing final payments and gratuity to vendors
- Providing a stocked emergency kit
- Using professional judgement regarding changes in weather or other unexpected situations
- Coordinate load-out

Rehearsal Dinner Coordination begins at \$500 The Magical Moments Squad will assist you, the groom's family, or others to plan/host your rehearsal or welcome dinner. We will provide expert advice to help you find the right vendors and provide details and suggestions so that the host can start the process. This will include a one-hour call or meeting with the sponsors. We also can provide a full planning package for the rehearsal/welcome dinner to locate the venue, plan and oversee the event



### Day of Coordinating Services \$2500

Don't stress over the details and worry that you will forget something, a "Day Of" Coordinator helps make the Perfect Day, Perfect! A coordinator will be that "go to" person, allowing you to simply enjoy the day.

#### *Pre-Wedding*

- Two pre-wedding consultations + 1 additional
- Supplying any needed vendor recommendations
- Constructing a detailed wedding day timeline
- Confirming all details with the appropriate vendors prior to the wedding
- Facilitating the ceremony rehearsal

#### *Wedding Day*

- Full onsite coordination allowing you to enjoy every moment of your wedding day without any worry of the details
- Directing the ceremony processional
- Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- Acting as the point of contact for all vendors
- Assisting the wedding party and guests as needed
- Distributing final payment and gratuity to vendors
- Providing an emergency kit
- Using professional judgement regarding changes in weather or other unexpected situations

### Design and Décor Package - Fee's for this package are based on completed design concept

The MM Squad can make your wedding come to life with your Pinterest board and inspirations. We work with experts in each field to create a day that you will never forget!

\*Concept and Inspiration Development

\*Floral Design

\*Linen Selection

\*Tablescape Design

\*Lighting Coordination

\*Design of draping

\*Room Atmosphere

\*Décor selection and furniture rentals

### Destination Wedding Package

Want to have your wedding somewhere other than Indiana? We can help you plan everything from travel, accommodations to the venue and décor! Having a local planner takes the challenges out of your magical day and simplifies the process for you and your guest.



Occasions/Event Planning and Coordination The MM Squad can make any party come to life through our unique ideas and décor strategies! Our services range from planning and designing your event, invitations, rentals, day of services (including decorating, catering, and guest management), to coordination and clean up.

Ala carte Services or add-ons:

- \_\_\_ Secure staff for moving, set up or tear down of tables and chairs \$200-\$500
- \_\_\_ Transportation Coordinator \$175 (A Must have if Full Planning and using shuttles)
- \_\_\_ Secure licensed Bar tender: \$175 + tips for a 5hr shift
- \_\_\_ Shop for, assemble, and deliver Welcome Bags: \$200 + cost of items
- \_\_\_ Secure, structure, organize and manage wedding/event website: \$250

Contact us for a consultation

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