



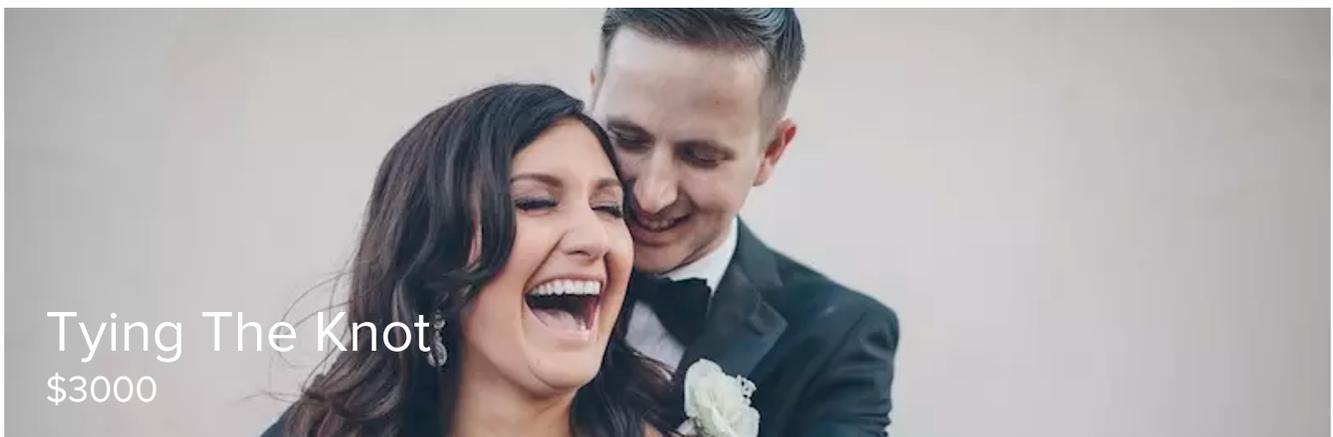
Thank you for your interest in Memory Making Events. I would be thrilled to be given the chance to be apart of your special day. Remember we are flexible in the services that we offer and can create a custom package that better fits your needs and budget. Happy Planning.

”



www.SamanthaJosette.com

8052940705



Tying The Knot

\$3000

Tying the Knot

Month of Wedding Coordinating

You plan your wedding day and choose your own vendors. I will be there from the day you book me till the day of. Ill be available for phone calls and emails giving you referrals and guidance along the way. 6-4 weeks before your big day I will begin connecting with your hired vendors and create a team environment while I create your timeline and layouts. This is my most popular package because the system I created for this package works really well for the client and the vendors.

Vendor Recommendations

Vendor recommendations based on your budget and availability of the vendors



Detailed Timeline

For your wedding party and vendors. I start creating the rough draft timeline after I receive the answers to a questionnaire that I will be sending you 2-3 months before your big day.

Professional Advice

Available by phone and email to give you planning advice.

Online Wedding Planning

Use of our online Aisle Planner for budget tracking, checklists, timeline, guest management, design boards, calendar etc. YOU WILL LOVE THIS. This is seriously your best friend during your planning process. I will be using this to create your timeline so you are able to view it and make notes for me. Also this is the place where I obtain your vendor contact information as I get started to communicate with them.

Initial Site Walk-Through

An initial site walk-through/meeting to review your event logistics and layout. This is to go over the basics and for me to understand your vision.

Final Site Walk-Through

A final site walk-through to review your event details and expectations and to go over rentals list and other vendor contracts to make sure we have confirmed and thought about every detail needed to execute your vision.

Wedding Ceremony Design

Wedding processional/recessional/ceremony line up design. I will help create the flow of your ceremony and have it all typed and drawn out for your wedding party to see on your rehearsal day.

Wedding Rehearsal

A 60-minute wedding rehearsal

Floor Plans

A scaled drawing of your floor plans for the reception and ceremony if needed

Review Rentals

Help with determining appropriate order based on your wedding design, guest count, and menu.

Communication with Vendors

6-4 weeks prior to wedding date (Memory Making Events finalizes items with all vendors). I become their main contact to free up your time before your big day.

Wedding Day Coordination

Management and coordination of wedding day with 1-4 assistance depending on guest count and size of venue. I am the first one there and the last one to leave. I am the main contact for your vendors and making sure they know where to be and have all they need. If you need us to check in with the wedding party throughout the day we will be sure to do that making sure you're on time for everything. I am there to manage and make sure everything is set up and ready to go before guests arrive. I coordinate the ceremony and reception to make sure the evening is flowing according to the timeline. I will manage breakdown and breakdown all your personal items making sure everything gets to its designated area or car. I will be the one who does a walk through with the venue manager to be sure things are left to their standards.

Set-up and Break-down of Decor

Does not include tables and chairs. If this service is needed I will need to know ahead of time to properly staff. This is an added cost so I can pay the extra staff.

Collection of Gifts

Will put them in designated secure place during dinner.

Distribution of Vendor Payments/tips

Payments must be put in envelopes with vendors names written on the front. These must be given to me at rehearsal or first thing in the morning the day of. I will deliver the envelopes to each vendor as they arrive.

Communication with Planner

Unlimited emails (anytime) and phone calls (within business hours)
Summer 2017 Business Hours
Wednesdays 10am-4pm
Fridays 10am-4pm
Fall 2017 - Spring 2018 Business Hours
Monday- Friday 10am-1pm

No Hour Maximum on Wedding Day

Im the first one there and the last one to leave. Always!



Love and Marriage

Partial Wedding Planning and Coordination

Vendor Recommendations

Vendor recommendations based on your budget and availability of vendors

Detailed Timeline

A detailed timeline for your wedding party and vendors

Professional Advice

Online Wedding Planning

Use of our online Aisle Planner for budget tracking, checklists, timeline, guest management, design boards, calendar etc. YOU WILL LOVE THIS.

Coordination of Appointments

Appointments/itinerary creation for vendor meetings. I help you contact vendors and set meetings up.

Wedding Updates

Updates on wedding status throughout the planning process.

Reminders

Reminders for key events and due dates (sending out invites, payments of vendors etc.)

Initial Site Walk-throughs

An initial site walk-through/meeting to review your event logistics and layout

Design Help

Assistance with coming up with a cohesive wedding style and design. Will give you fresh and creative ideas and advice. This includes one meeting with mock up examples and a design concept board.

Final Site Walk-throughs

A final site walk-through to review your event details and expectations. Go over rentals list and all vendor contracts to make sure everything is set and ready.

Wedding Ceremony Design

Wedding processional/recessional/ceremony line up design.

Wedding Rehearsal

A 60-minute wedding rehearsal

Wedding Day Coordination

Management and coordination of wedding day. I will be the main contact and go to for all vendors and Wedding party. I usually have 1-3 assistants on site at a time depending on guest count and size of venue.

Floor Plans

A scaled drawing of your floor plans for the reception and ceremony. This will be shared with the other vendors along with timeline.

Review Rentals

Review of your rentals, or help with determining appropriate order based on your wedding design, guest count, and menu.

Communication with Vendors

Communication with vendors during planning and meeting process, then 4 weeks prior to wedding date I get in touch with all hired vendors to create a seamless timeline. (Memory Making Events finalizes items with all vendors)

Set-up and Break-down of Decor

manage vendors who are contributing to this. This does not include set up of tables and chairs. If you need this services you must ask ahead of time so I can properly staff for it.

Collection of Gifts

will put them away in a designated secure area.

Distribution of Vendor Payments/tips

Must have each payment in an envelope with the vendors name written on the top of it. You will need to give this to me at rehearsal or first thing in the morning of.

Communication with Planner

Unlimited emails (anytime) and phone calls (within business hours)
Business Hours
Mondays 10am-1pm
Tuesdays-Fridays 9am-1pm

No Hour Maximum on Wedding Day

IM the first one there and the last one to leave.



Wedding Bells and Whistles

Full Wedding Planning, Design and Coordination

Event Design

Coming up with a style based on your likes and dislikes. This is a process where you will be asked a series of questions. After this step I will present to you a Design Concept. I will do this until you approve the Design and then I make selections on rentals, decor, florals, etc. I will periodically come to you with basic choices (A, B or C). You are hiring me because you trust my eye and vision so at this point you leave it to me and be blown away on your Wedding day.

Vendor Selections

Vendor selections according to wedding style and budget. I have a great connection with the top vendors in our area. I will select the best based on your personality, budget, and style. You will need to be present for some meeting when it comes to personal decisions and tastings.

Coordination between Vendors

I become the main contact between all vendors from the begging to assure the design and flow of the event is cohesive. This allows you to not get overwhelmed with emails and questions when you only need to answer to me.

In-Person Meetings

As many as it takes. But typically wont need more than 10 in person meetings.

Set Appointments and Itinerary

Appointments/itinerary creation for vendor meetings.

Wedding Status Updates

Updates on wedding status throughout planning process, including budget tracking.

Reminders for Key Events and Due Dates

Sending out invitations, payment of vendors, etc.

Online Wedding Planning

Use of our online wedding planner for budget tracking, checklists, timeline, guest management, design boards, calendar etc. A way for you to keep track on what I will be working on. This is a place for you to keep track of your guest list and rsmps.

Professional Advice

Professional advice and etiquette tips

Final Site Walk-throughs

A final site walk-through to review your event details and expectations

Ceremony Design

Wedding processional/recessional/ceremony line up design

Wedding Rehearsal

A 60-minute wedding rehearsal

Wedding Day Coordination

Management and coordination of wedding day with up to 5 assistance depending on guest count and size of venue.

Set-up and Break-down of Decor

All decor installation and management of other vendors contributing to decor elements. Includes escort cards, seating cards, programs, favors and any other personal details.

Collection of Gifts

Will put them in the designated secure area.

Distribution of Vendor Payments

All final vendor payments must be put in envelopes with the vendors name written on the top. These must be given to me at rehearsal or first thing in the morning.

Communication with Planner

Unlimited emails (anytime) and phone calls (within business hours)

Business Hours

Mondays 10am-1pm

Tuesdays-Fridays 9am-1pm

No Hour Maximum on Wedding Day

Im and the first one there and the last one to leave. ALWAYS.

Includes pre wedding day set-up days

most weddings involve partial set up and rental drop offs up to 5 days prior to the actual wedding day. This premium package includes myself being in charge of these set up days.



The no fuss marriage

up to 2 hours from start to finish

Up to 3 in-person or phone meetings

going over style, details, wants and needs

Officiant referrals

assistance with booking and advice to get a friend or family member ordained.

Bouquet(s) and/or Boutonnière(s)

We will design and create these for you based on your preference in style. Cost included

Location, recommendations and scouting

Anywhere in CA. If you want to make it a destination travel costs will apply.

other guests/witnesses allowed

quantity allowed will depend on location you choose. Up to 30 guests max!

Photography

Done by me with my sister company Samantha Josette Photography. For during the ceremony and up to 1 hour after the ceremony included. You will get all edited images on an online gallery for download so you can share your special day with family and friends. A custom USB drive will all images. Will design and sell an album separately if interested.

Videography

Done by my husband Jay Ward of Wedded Films. For during the ceremony and up to 1 hour after the ceremony included. Access to a sharable sneak peak video on Vimeo. You will get a personalized DVD with your edited film of your big day to share with family and friends. You are welcome to order additional copies

Hair and makeup referrals

assistance with booking

Recomendations

Dinner, Hotel and Transportation recommendations and help with reservations.

Gift Bag From Us!

Including celebratory local sparkling wine and glassware

Cake

small 6" cake from Lickety Split Bakery.



Ultimate Wedding Weekend

Full Wedding Planning, Design and Coordination

Event Design

Coming up with a style based on your likes and dislikes. This is a process where you will be asked a series of questions. After this step I will present to you a Design Concept. I will do this until you approve the Design and then I make selections on rentals, decor, florals, etc. I will periodically come to you with basic choices (A, B or C). You are hiring me because you trust my eye and vision so at this point you leave it to me and be blown away on your Wedding day.

Design and Selection of you Wedding Invitations and all Stationary

Based on the wedding style and budget I will select the proper calligrapher to make the most perfect designed suites that best suites you and you wedding weekend style.

Creation of you Wedding Website

With a little help of you on personal details. This will keep you guests informed on the weekend details and a chance for them to plan ahead on the travel arrangements.

Vendor Selections

Vendor selections according to wedding style and budget. I have a great connection with the top vendors in our area. I will select the best based on your personality, budget, and style. You will need to be present for some meeting when it comes to personal decisions and tastings.

Coordination between Vendors

I become the main contact between all vendors from the begging to assure the design and flow of the event is cohesive. This allows you to not get overwhelmed with emails and questions when you only need to answer to me.

In-Person Meetings

As many as it takes. But typically wont need more than 10 in person meetings.

Set Appointments and Itinerary

Appointments/itinerary creation for vendor meetings

Wedding Status Updates

Updates on wedding status throughout planning process, including budget tracking

Reminders for Key Events and Due Dates

Sending out invitations, payment of vendors, etc.

Online Wedding Planning

Use of our online Aisle Planner for budget tracking, checklists, timeline, guest management, design boards, calendar etc. A way for you to keep track of what I've been doing. A place for you to organize and keep track of your guest list.

Professional Advice

Professional advice and etiquette tips

Assembly of Welcome Bags

Assembly and delivery of up to "Welcome Bags" . All items will be selected and designed by you and I.

Final Site Walk-throughs

A final site walk-through to review your event details and expectations

Ceremony Design

Wedding processional/recessional/ceremony lineup design

Rehearsal Dinner planning and coordination

I treat this like a mini wedding reception. We can go as elaborate as you would like or keep it very simple. Will have up to 3 assistance depending on the dinner plans.

Wedding Rehearsal

A 60-minute wedding rehearsal

Wedding Day Coordination

Management and coordination of wedding day up to 5 assistance onsite depending on guest count and size of venue.

Set-up and Break-down of Decor and Personal Items

also management of other vendors contributing to design elements and install.

Collection of Gifts

will move them to a designated secure area.

Distribution of Vendor Payments

final payments must be put in enveloped with the vendors name written on top and given to me at rehearsal.

Communication with Planner

Unlimited emails (anytime) and phone calls (within business hours)

Business Hours

Mondays 10am-1pm

Tuesdays-Fridays 9am-1pm

No Hour Maximum on Rehearsal Day, Wedding Day and Sunday Brunch

Im the first on to get there and the last one to leave

Sunday Brunch Planning and Coordination

A nice event for all your traveling guests to come together one last time and visit more with you. We can make this as elaborate as you would like or keep it super simple BBQ style. Will have up to 3 assistants depending on the size of the event.

Assisting in planning any weekend activities

want to create that extra touch for your weekend visiting guests. We can come up with a handful of activities for them to do in between events. We can include a weekend program in the welcome bag in their room to keep them updated.
