



WEDDINGS & EVENTS



WEDDING PACKAGES

ME Weddings & Events offers three pre-set packages that you may use as a starting point. Each package's details are listed below. These packages are developed around our most common requests. But no two weddings are alike, so if you don't see exactly what you need, we can custom design the perfect package just for you!

FINISHING TOUCHES (MONTH OF COORDINATION)

ME Weddings & Events will assist you the month prior to your wedding day to coordinate and arrange all final details. Correspondence to begin six (6) weeks prior to your wedding date. This package includes:

Preparation

- One planning consultation (venue walkthrough and details meeting)
- Correspondence with wedding venue(s) regarding setup instructions and details
- Custom wedding day timelines for your vendors and wedding party
 - Includes detailed schedule for overall wedding day, ceremony, and reception
 - Includes special program for the emcee
- Checklist of personal items needed for your wedding day
- Marriage License Information
- Name-change information

Vendor Coordination (Contracted Vendors)

- Review of vendor contracts
- Confirmation of vendor commitments during the week of the wedding
- Distribution of your wedding day timeline, driving directions, and setup instructions to vendors
- Relaying of final head count to the appropriate vendors
- Review of Banquet Event Order from venue

Wedding Rehearsal

- Direction of your wedding rehearsal
- Distribution of the wedding day timeline to your wedding party
- Collecting of wedding day items at rehearsal

Wedding Day

- Wedding day director
- Associate coordinator
- Liaison between you and wedding day vendors to communicate your wishes and desires
- Assistance with wedding party attire
- Distribution of wedding flowers to your wedding party and family
- Handling of all your wedding accessories for ceremony & reception (i.e. programs, escort cards, guestbook, toasting glasses, favors, etc)
- Final inspections on setup, seating placements/count, escort cards, décor, etc
- Ceremony direction
 - Will cue music, wedding party entrance/exit
- Coordination of reception activities
 - Will cue grand entrance, first dance, cake cutting, toasts, etc.
- Distribution of final payments and gratuities to vendors (as instructed)
- Coordination of tear-down, packing, and safe storage of all your wedding items at the conclusion of reception events
- Wedding Day emergency kit

Package price: starts at \$2,495 (final price depends on wedding location and number of guests)

HAND IN HAND

ME Weddings & Events will provide you with extra guidance throughout the planning process. This package includes:

Planning and Preparation

- Up to four planning consultations
- Assistance with overall budget allocation
- Correspondence with wedding venue(s) regarding setup instructions and details
- Custom wedding day timelines for your vendors and wedding party
 - Includes detailed schedule for the overall wedding day, ceremony, and reception
 - Includes special program for the emcee
- Checklist of personal items needed for your wedding day
- Marriage License information
- Name-change information
- Etiquette advisement

Vendor Coordination

- Vendor referrals based on your budget (5 referrals for each type)
- Review of vendor contracts
- Confirmation of vendor commitments during the week of the wedding
- Distribution of your wedding day timeline, driving directions, and setup instructions to vendors
- Relaying of final head count to the appropriate vendors
- Review of Banquet Event Order from venue

Wedding Rehearsal

- Direction of your wedding rehearsal
- Distribution of the wedding day timeline to your wedding party
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Wedding Day

- Wedding day director
- Associate coordinator
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- Handling of all your wedding accessories for ceremony & reception (i.e. programs, escort cards, guestbook, toasting glasses, favors, etc)
- Final inspections on setup, seating placements/count, escort cards, décor, etc
- Ceremony direction
 - Will cue music, wedding party entrance/exit
- Coordination of reception activities
 - Will cue grand entrance, first dance, cake cutting, toasts, etc.
- Distribution of final payments and gratuities to vendors (as instructed)
- Coordination of tear-down, packing, and safe storage of all your wedding items at the conclusion of reception events
- Wedding Day emergency kit

Package price: starts at \$4,995 (final price depends on wedding location and number of guests)

BEGINNING TO FOREVER

ME Weddings & Events will provide you with assistance with all the details of your wedding. This package includes:

Planning and Preparation

- Up to six planning consultations
- Assistance with budget allocation and tracking throughout planning process
- Recommendation and arrangement of site visits for venues you wish to see
 - Venue contract negotiation and review (if needed)
- Event design and theme
 - Conception of décor, floral concept, lighting scheme, specialty rentals, etc.
- Assistance with creative projects (i.e. invitations design, program design, menu design, etc.) – does not include cost of materials
- Personalized planning checklist and reminders
- Assistance with selection of wedding day attire and accessories
- Correspondence with wedding venue(s) regarding setup instructions and details
- Custom wedding day timelines for your vendors and wedding party
 - Includes detailed schedule for overall wedding day, ceremony, and reception
 - Includes special program for the emcee
- Checklist of personal items needed for your wedding day
- Marriage License information
- Name-change information
- Etiquette advisement

Vendor Coordination

- Unlimited vendor referrals
 - Includes initial introduction and checking of availability
- Assist with price negotiations (if needed)
- Track deposits, payments, due dates for you
- Review of vendor contracts
- Unlimited correspondence during planning process regarding any and all details
- Confirmation of vendor commitments during the week of the wedding
- Distribution of your wedding day timeline, driving directions, and setup instructions to vendors
- Relaying of final head count to the appropriate vendors
- Review of Banquet Event Order from venue

Guest Accommodations

- Will arrange hotel accommodations for your out-of-town guests
 - Includes assistance with transportation for off site hotels (if needed)

Wedding Rehearsal

- Direction of your wedding rehearsal
- Distribution of the wedding day timeline to your wedding party
- Collecting of wedding day items at rehearsal

Wedding Day

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- Associate coordinator
- Liaison between you and wedding day vendors to communicate your wishes and desires
- Assistance with wedding party attire
- Distribution of wedding flowers to your wedding party and family
- Handling of all your wedding accessories for ceremony & reception (i.e. programs, escort cards, guestbook, toasting glasses, favors, etc)
- Final inspections on setup, seating placements/count, escort cards, décor, etc
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- Distribution of final payments and gratuities to vendors (as instructed)
- Coordination of tear-down, packing, and safe storage of all your wedding items at the conclusion of reception events
- Wedding Day emergency kit

Package price: starts at \$7,895 final price depends on wedding location and number of guests)