



## WEDDING SERVICES

### DAY-OF COORDINATOR PACKAGE

- Initial Meeting 3 months prior to your wedding date
- Timeline planning meeting 2 months prior to your wedding date
- Final venue walkthrough 1 month prior to your wedding date
- Assistance with floor plan development
- Composition and distribution of your wedding day timeline to all vendors 10 days prior to your wedding
- Your wedding rehearsal (1 hour)
- Day-Of Service to include setup of your décor, managing vendor deliveries and overseeing setups, acting as your (and your wedding party) assistant, greeting and directing of guests, movement of décor from ceremony to reception as needed, managing the flow of the day, day-of "emergency" supplies, assistance with clean up
- Hands-Off clean up and load out available for additional fee
- 10% discount off Mx2's décor installations (includes draping)
- No hourly limitation; we are with you the entire day
- Travel to all included appointments within a 120-mile round-trip radius
- Your Lead Coordinator and 1 setup Assistant
- Package price = \$1,400.00

## WEDDING COORDINATOR PACKAGE

- Initial Meeting within 60 days of booking
- Vendor recommendations
- Timeline planning meeting 4-6 months prior to your wedding date
- Detailing (décor selections) meeting 4-6 months prior to your wedding date
- Final venue walkthrough 1 month prior to your wedding date
- Assistance with floor plan development
- Final logistics confirmations and vendor services management the final month leading up to your wedding
- Composition and distribution of your wedding day timeline to all vendors
- Your wedding rehearsal (1 hour)
- Access to Aisle Planner software and suite of planning tools
- Day-Of Service to include setup of your décor, managing vendor deliveries and overseeing setups, acting as your (and your wedding party) assistant, greeting and directing of guests, movement of décor from ceremony to reception as needed, managing the flow of the day, day-of “emergency” supplies, assistance with clean up
- Hands-off clean up and load out available for additional fee
- 50% discount off Mx2’s décor installations (includes draping)
- Sharing of all vendor partner discounts where applicable
- Discounts on your wedding stationery with our Minted and Carlson Craft partners
- No hourly limitation; we are with you the entire day
- Travel to all included appointments within a 120-mile round-trip radius
- Your Lead Coordinator, Assistant Coordinator and 1 setup Assistant
- Package price = \$1,700.00

## SIGNATURE WEDDING PLANNING

- Includes all services listed with Wedding Coordinator
- Styling and design of your wedding
- Obtaining all vendor quotes, and assistance with executing vendor contracts
- Assistance with budget management
- Vendor payment reminders
- A bonus 10 hours of service for any task you wish to delegate to your Planner (beyond the included services)
- Mx2 Event Design décor inventory included (exception: 1-time use items such as candles, sparklers and customized printed materials)
- Hands-off clean up and load out available for an additional fee
- Your Planner, 1 Lead Coordinator and 1 setup Assistant
- Package price = \$2,800.00

## DELUXE WEDDING PLANNING

- Includes all services listed from Wedding Coordinator through Deluxe Planning
- Complete management of 1/2 of your wedding services
- Building and maintaining your wedding website
- RSVP management
- Follow up and progress meetings every 2 months (within 1 year of the wedding day)
- A bonus 20 hours of service for any task you wish to delegate to your Planner (beyond the included services)
- Your Planner, 1 Lead Coordinator and setup Assistants as needed
- Package price = \$3,800.00

## PREMIERE WEDDING PLANNING

- Includes all services listed with Wedding Coordinator, Signature and Deluxe Planning
- Complete management of all of your wedding services
- Accompaniment on all vendor appointments
- Ceremony planning
- No limitations on meeting or consultation hours
- All staffing as needed
- Package price \$5,000.00