

# *Managed by Meg*

— YOUR PERSONAL PROJECT MANAGER —

*If you don't see what you're looking for or if you're worried about your budget, please schedule a free wedding consultation to see if Managed by Meg can make your dreams come true.*



## Full Wedding Planning \$2500

Unlimited phone and email communication prior to the event

Management of budget

Track vendor deposits, payments and due dates

Personalized checklists and reminders

Guest Management - RSVPs

Assistance finding and contracting your venue(s)

Hiring and management of all wedding vendors

A detailed day of timeline and event production schedule

Coordination of your ceremony rehearsal the day prior

Assistance with design and décor on request

Decor and prop set up the day of

Direction of the wedding party throughout the wedding day

Onsite management and coordination of all wedding vendors on the wedding day

Use of Wedding Day Emergency Kit

Distribute final payments and/or gratuities to vendors (paid by client)

Coordinate transport of gifts and personal items into designated car or hotel room

Manage clean-up/ tear down

## Partial Wedding Planning \$1200

Three 2 hour in-person consultation meetings

A detailed day of timeline and event production schedule

Coordination of your ceremony rehearsal the day prior

Decor and prop set up the day of

Direction of the wedding party throughout the wedding day

Onsite management and coordination of all wedding vendors on the wedding day

Use of Wedding Day Emergency Kit

Distribute final payments and/or gratuities to vendors (paid by client)

Coordinate transport of gifts and personal items into designated car or hotel room

Manage clean-up/ tear down

## Day of Coordination \$700

Check-in meeting one week prior to your wedding day

Direction of the wedding party throughout the wedding day

Onsite management and coordination of all wedding vendors on the day

Use of Wedding Day Emergency Kit

Distribute final payments and/or gratuities to vendors (paid by client)

Coordinate transport of gifts and personal items into designated car or hotel room

## A la Carte Items

Planning the Rehearsal Dinner - \$200

Assistance with development of the reception seating assignment - \$100

Assistance with DIY Décor Projects – price based on design and quantity

All packages can be customized to meet your specific needs.

Actual price is dependent upon additional staff needs, service requests, location, and number of guests.

Please call or email us for more information!