

Miss Megan Janes

Wedding and Event Planning

DAY OF COORDINATION (Wedding Management) ***Normally 30-60 days prior and 15-30 hrs. of work***

- Examining your plans, highlighting any potential problems, and proposing solutions.
- Using my vendor list to find any outstanding suppliers, if needed.
- Coordinating with vendors prior to the wedding to confirm all arrangements are correct.
- Handling any remaining wedding-related administration.
- Creating additional personal touches and creative concepts.
- Crafting a detailed timeline and design layout for wedding vendors.
- Assisting vendors with decorating the venue and putting the finishing touches in place.
- Directing the rehearsal.
- Providing day-of vendor assistance and supervising the set-up.
- Managing the ceremony and reception.
- Coordinating and supervising the closing activities.
- Phone and e-mail support

Package starts at \$450

(Variants on pricing include but are not limited to budget, location, number of guests, and amount of time needed)

Miss Megan Janes Wedding and Event Planning
(941) 763-3041
Missmegan1369@hotmail.com
<https://www.missmeganjanesweddingandeventplanning.com/>

PARTIAL PLANNING:

Includes Month of Coordination Services in addition to:

- Prioritizing your budget: Budget development and prioritization. Guidance on how to stay within your overall budget
- Leading you to your ideal venue: Define your venue vision and establish criteria. Location research for ceremony and reception site(s) that meet criteria, stylistic needs, and budget. Verification of location availability. Provide venue referrals for Ceremony or Reception site, based on your budget and wedding vision. Review selected venue contracts and provide consultation
- Leading you to the right vendors to create a strong, professional team: Locate and verify vendor availability. Provide a customized recommended vendor referral list, based on your budget and stylistic needs. Verify vendor availability and pre-negotiate signature value they can provide. Review selected vendor contracts and provide consultation
- Wedding design inspiration presentation to determine wedding design direction. Final inspiration board for Client's approval. Recommendations and guidance on rental and design vendors. On-going exchange of decor ideas and signature details to evolve your vision.
- Phone and e-mail support are provided during this time; meetings will be scheduled as needed.

Package starts at \$750

(Variants on pricing include but are not limited to budget, number of guests, location, number of vendors, how much notice before event, amount of décor, and number of hours provided)

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FULL-SERVICE WEDDING PLANNING:

Includes Month of Coordination Services in addition to:

- Prioritizing your budget: Budget development, prioritization, and management
- Securing your ideal venue: Location scout for Ceremony and Reception sites that meet budget and stylistic needs-- includes venue research, review, coordinate appointments, in-person visits (actual number based on needs) and selection. Contract review and negotiation.
- Pairing you with and securing the right team of vendors: Identify professional vendors within each category, based on your budget and stylistic needs. Verify vendor availability and pre-negotiate signature value they can provide. Pull customized proposals, as needed. Arrange and attend vendor meeting(s). Contract review and negotiation. Vendor payment schedule and alerts.
- Creating your signature wedding design and details: Wedding design inspiration presentation to determine wedding design direction (explores design looks and feels). Final inspiration board for Client's approval. Attendance at preliminary floral design meeting(s). Recommendations and guidance on rental and design vendors. Pull customized proposals. Attend design vendor preliminary/planning meetings (actual number based on needs). On-going exchange of decor ideas and signature details. Ensure design cohesiveness; assist with linen selection, invitation and paper elements, rental items, props, attire planning, cake design, menu tasting and selection and/or favors/gift planning. Logistics planning; on-site visits. Coordinate Design Sample Meeting with vendors to finalize design and tabletop details
- Assistance with additional planning services (optional): Planning, assembling, and delivering of guest welcome bags. Coordinate transportation arrangements and itinerary. Coordinate driving directions and maps. Coordinate hotel accommodations. Plan and/or execute Rehearsal Dinner / Brunch
 - Phone and e-mail support are provided during this time; meetings will be scheduled as needed. In addition.

Package starts at \$1,500

(Variants on pricing include but are not limited to budget, location, number of guests, number of vendors, how much notice before event, amount of décor, how involved the client wishes to be)

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EVENT COORDINATION:

- Examining your plans, highlighting any potential problems, and proposing solutions.
- Using my vendor list to find any outstanding suppliers, if needed.
- Coordinating with vendors prior to the event to confirm all arrangements are correct.
- Handling any remaining event-related administration.
- Creating additional personal touches and creative concepts.
- Crafting a detailed schedule for the event.
- Crafting a detailed timeline and design layout for vendors.
- Assisting with decorating the venue and putting the finishing touches in place.
- Providing day-of vendor assistance and supervising the set-up.
- Managing the event on the day of
- Coordinating the closing activities.
- Phone and e-mail support are provided during this time

Package starts at \$350

(Variants on pricing include but are not limited to budget, location, number of guests, amount of our vendors used, and amount of time needed)

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