



SIMPLY REFINED EVENTS

WEDDING MANAGEMENT & PLANNING

Full day of onsite management at ceremony and reception

- Unlimited consultations via phone, email and face- to- face
- Help with establishing a style for your wedding
- Assistance with setting and keeping a budget
- Budget tracking and payment schedules
- Vendor Recommendations for EVERY wedding category based on your style, priorities and budget. Unlike a preferred list, this list will be customized to you.
- Assistance with finding a wedding ceremony location and reception venue
- Negotiation and review of venue and catering contracts
- Secure professional vendor discounts
- Schedule and attend vendor meetings
- Negotiation of all vendor contracts
- Research accommodations for out- of- town guests
- Coordination of transportation for wedding party and/or guests
- Menu design, schedule of food tastings where applicable
- Walk-through of reception and ceremony location
- Assistance with room gift baskets, bags and favors
- Layout/Rain plan
- Schedule and attend "final" meetings with vendors
- Creation of Wedding Day timeline and schedule
- Confirm all vendors, ensuring times, directions and responsibilities
- Assistance with set up and break down of décor
- Coordinates all special details, favors, personal items
- Guides you, your wedding party, and your family throughout the entire day
- Adheres to timeline schedule, adjusts everyone accordingly
- Allows you to not worry about "What do we do next?"
- Delivery of final payment to all vendors
- Ensuring YOUR requests & expectations are met by all vendors
- Making sure you and your family are GUESTS at the wedding!

**Each wedding is unique therefore the above is a sample of services we provide*

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ADDITIONAL SERVICES TO MAKE LIFE EASIER!

Welcome bags

Wedding Favors

Candy Table

Room Blocks

Transportation for guests

Wedding Dress (shipping/steaming)

Tuxedo Return

RSVP's

Shipping of Gifts

MORE ENTERTAINING

Bachelor Party / Bachelorette Party

Bridal Shower

Engagement Party

Welcome Dinner

Rehearsal Dinner

Day after Wedding Brunch

**additional fees apply*