CELEBRATING FOREVER

Packages

FULL PLANNING

ASSISTANT PLANNING

DAY OF COORDINATION

ELOPEMENTS

A LA CARTE

Congrats on your engagement!

You've been dreaming of this time your entire life - you're FINALLY engaged! There's so much to get excited about...but so much to do, and between work, friends and actually spending time with your new fiancee, you're starting to wonder how you're going to handle it all.

You need someone to help you make sure you won't forget anything, to help you create a wedding that truly reflects you and your soon-to-be husband, and someone who can just encourage and be there for you...and that's what I'm here for!

As your wedding planner, I'll be there for you when the stress hits to reassure you that everything is going to be okay, because we have a plan. I'll be there to show you that no detail has been left behind, because I'll be working behind the scenes while you enjoy this once-in-a-lifetime moment of being engaged. And on your wedding day, I'll be there to hand you a drink and send you onto the dance floor with a smile, because my team is taking care of every question and every vendor - so you can fully enjoy your one day as a bride, and you can breathe knowing that everything is taken care of.

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Full Planning

Coordinating

- Assistance in hiring all vendors & securing contracts
- Full access to decor inventory
- Venue walk through 1 month before wedding
- Set up/Tear down venue site(s) : 12 hours
- Ensure day runs according to timeline
- Rehearsal practice for the wedding party and family
- Access to guest tracking and budget spreadsheet
- Vendor Management

Communications

- Availability to reach Maura by text, call, email
- 1 scheduled video check in per month
- Pre-planning Design Meetings
- Attendance at vendor meetings
- Give timeline to all vendors prior to wedding day
- Arrive at venue for vendors to set up/ give final deposits/make sure day runs smoothly

Consulting

- Creating a custom planning packet (month to month task breakdown)
- Create floor plans
- Establishing priorities, developing and tracking the budget
- Create wedding weekend timeline
- Design consultations
- Access to our preferred vendors list
- Answer any questions along the way

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Assistant Planning

Coordinating

- Assistance in hiring up to 3 vendors & securing contracts
- Half priced on decor inventory
- Venue walk through 1 month before wedding
- Set up/Tear down venue site(s) : 12 hours
- Ensure day runs according to timeline
- Rehearsal practice for the wedding party and family
- Assigned 1 Month before wedding : coordinator lead

Consulting

- Creating a custom planning packet outline (month to month task breakdown)
- Create floor plan
- Create wedding weekend timeline
- Advise on remaining 3 vendors:
- Access to our preferred vendors list
- Answer any questions along the way

Communicating

- Availability to reach Maura by text, call, email Monday through Friday 8-5pm
- 1 scheduled video check in every other month
- For each vendor, schedule and attend up to 3 meetings
- Give timeline to all vendors
- Arrive at venue for vendors to set up/ give final deposits/make sure day runs smoothly

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Day of Coordination

Coordinating

- Set up/Tear (decor) down venue site(s) : 12 Hours
- Creation of timeline
- Ensure day runs according to timeline
- Assigned 1 Month Before: Coordinator Lead
- 1 Hour rehearsal

Consulting

- Create wedding weekend timeline
- Create floor plans
- Advise on any last minute details
- 15 % off decor inventory

Communicating

- Availability to reach Maura by text, call, email M-F 8-5
- 3 Video Meetings : Timeline/Vendors , Decor and Floor Plan , Final Checklist Runthrough
- Give timeline and connect to all vendors prior to wedding
- Arrive at venue for vendors to set up/ give final deposits/make sure day runs smoothly

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Elopement

Couple only or up to 25 guests

Coordinating

- Set up/Tear down venue site(s) : Up to 8 hours
- Ensure day runs according to timeline
- *Can add on full planning

Consulting

- Create wedding weekend timeline
- Design consultations
- Full Access to decor inventory

Communicating

- Availability to reach Maura by text, call, email M-F 9-3
- Give timeline to all vendors
- Arrive at venue for vendors to set up/ give final deposits/make sure day runs smoothly
- Confirm final details, guest count, layout and timeline with all vendors

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A La Carte
To add on to any package

- Assistance in assembling and sending out wedding invitations
- Website Creation & RSVP Management
- Assembly and packaging of wedding favors
- DIY Projects
- Extra hours for your wedding day coordinator
- 45 minute consultations
- Rehearsal Dinner Design & Coordination
- Registry Guidance
- Lodging Help for wedding night and out of town guests

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Would love to set up a consultation to learn more about your wedding!

You can reach me either by email or phone
maura@mlcelebratingforever.org
865.776.0977

Check me out on Instagram or Facebook @mlcelebratingforever

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