Call today for a free initial consultation.

Lindsey Mae Events & Designs

106 Hotel Road
Knoxville, TN 37918
Lindseymaedesigns@gmail.com
facebook.com/lindseymaeeventsanddesigns

865.363.0494
www.lindseymaeeventsanddesigns.com

Lindsey Mae Events & Designs

Innovative Concepts, Creative Design, Flawless Execution

Lindsey Ritter

Wedding Planner & Designer

About Us

Lindsey Mae Events & Designs is a full service Event & Wedding Planning Service in Knoxville, TN. Lindsey Ritter is the owner and head designer/ coordinator. Her passion for events and planning began in her teen years and has been a continuous desire. This led her to a Bachelor's Degree from Carson-Newman University in Consumer Services & Interior Design. Since then she has been working in and around Knoxville helping create brides dream weddings, top notch events & designer homes. Here at Lindsey Mae Events & Designs our goal is to make every bride feel cherished each moment during her wedding. We strive for the bride to leave with a lifetime of wonderful memories for her and her guest.

Explore our various packages all are customizable to meet every individual bride's needs & budgets. I would be glad to sit down for a free initial meeting to see what your needs are & how I can be of service to you to make all your dreams come true!

Bridal Packages:

Wedding Consulting Per Hour $20

This is $20 per hour sitting down with wedding planner and asking questions based on the areas in which the bride needs help.

Suggested Areas Included:

- ·Pulling design ideas together
- ·Confirming or Suggesting Venues and Vendors
- ·Insuring that client is on track and hasn't forgotten anything

Day of Package 10 hours $650

- This package is for the DYI bride, but wants the day of wedding to be stress free and needs a reliable helping hand to make her vision a reality. Will have two consultation meetings with bride prior to day of wedding. Meetings are preferred 4-6 weeks out and 1-2 weeks out. 10 hours total 2 hours designated for your rehearsal and 8 for day of wedding. If over 50 guest will charge an extra $100 to have an assistant help set up all day of décor.

Included in Package:

- Creating of detailed day of Wedding Timeline
- Confirming with Vendors
  2 Hours of wedding rehearsal practice
- Handle wedding day details from start to finish
- ·Be present at Venue
- Behind the scene event management & troubleshooting. ·Ensure every detail is setup the way client envisioned it
- Meet all Vendors at Venue and direct their set up and placement
- Available to bride all day to help and answer questions
- ·Communicate with officiant, DJ, band and any other person who is in charge of some sort of the wedding.
- ·Make sure reception entrance, food distribution, cake cutting, dances, and exit occur on time.
- Set up of arch, aisle runner, candles, programs, etc. at the ceremony site (excludes chairs can do for extra)
- ·Set up of all décor at wedding site and reception, (excludes set up of table and chairs however I can hire someone to do this)
- ·Direction of timing for ceremony and reception.
- ·Hand out favors at exit and give out all allocated gifts or money to vendors.

Full Service Wedding Planning: $1800

Best for: The bride who ventured into wedding planning on her own and suddenly realizes that she needs the creative ideas, guidance, support and knowledge of a wedding planner! Lindsey Mae Events will achieve a beautiful wedding on any budget that will go beyond your dreams! A full-service package provides just about everything.

This packages includes everything from the day of package & the following additions:

- 5 meetings prior to wedding, unlimited phone calls, and emails to plan and evaluate all wedding details
- Assistance with event design, theme and décor concept development.
- Customized budget according to your spending goal
- Tracking of deposits, payments due and final balances
- Décor personalized to the couple including invitation floral design, stationary, favors, table design, etc.
- Suggested bridal wear according to personal style, figure and theme of the wedding
- Recommendations on all vendors, as well as scheduling.
- Contracting & negotiations to optimize pricing
- Reviewing of all vendor contracts and monitoring of all vendor obligations
- On going phone calls, emails and meetings with vendors necessary to plan all details
- Advice on wedding traditions, etiquette and protocol
- Scheduling of hair and makeup for wedding day
- Development of floor plan and seating chart for wedding day
- Planning of ceremony and reception schedules, pew seating, processional and recessional
- Distribution of detailed wedding itineraries to all wedding vendors
- Detailed wedding day schedule and timeline for brida party and family
- Delivery of wedding gown to the ceremony site if wanted
- Monitoring of specially requested photographs and videography during the reception