

MAXB

The resource - for weddings & special events



Our team of experts has a plethora of experience planning and executing weddings, private and corporate events. We are known for our trademark customer service, providing a stress-free experience for our clients. Our immaculate attention to details, innovative style and passion for what we do, consistently leads to a stellar memorable occasion.

Maxine Baptiste prides herself with partnering with the best vendors within the events industry, working closely to orchestrate all logistics from the beginning to the end to ensure a seamless event.

Full Planning

We offer an exquisite "Full Planning" experience from the time of our first consultation to the expiration of your event. Please see the full listing of services below:

- Unlimited email communication for consistent contact between client and planner to confirm all parties remain on the same page
- Based on all communication and style of the couple we will create a design that fits the vision and inspiration to materialize your dream wedding
- Collaboration, vendor negotiations, meetings and time management of all the vendors that best fit within your style and budget
- Setting and accompaniment to all vendor appointments and meetings to ensure all contracts are honored and all fees are transparent and understood
- Creating all logistics and floor plans to send to all vendors and the venue
- Creating the Wedding Timeline and Itinerary (leave all wedding day rehearsal day of details to us)
- Manage and supervise schedules of all vendors for load in, set-up, break/meals, break down and exit to ensure venue contracts are honored
- Point of contact throughout the entire day of event



- Coordinate the wedding party and family throughout the rehearsal and Day of Wedding
- Assist with photographer to ensure all photo requests are fulfilled
- Distribute all Final Payments to all Vendors
- Assist with Final Reception Details with setting up and breaking down
- Pack all personal items and deliver to designated person at the end of the event



Day of Coordinator

- Unlimited email communication for consistent contact between client and planner to confirm all parties remain on the same page
- Vendor Contract Reviews to ensure all agreements are transparent for our clients, highlighting the fee schedule
- 1 Meeting Onsite to finalize all logistics for your day (layout details of tables and chairs)
- Access to preferred Vendors (discount pricing applies)
- Wedding Timeline and Itinerary – we will distribute to all vendors, wedding party and venue all pertinent information regarding your wedding day
- Manage and supervise all schedules for vendors and wedding (load in times)
- Wedding Rehearsal (1 Hour)
- Assist Photographer with photo lists

