



KEYED UP

20

E V E N T S

13



WEDDING PLANNING & MANAGEMENT

Wedding Services

LET'S FIND JOY IN PLANNING YOUR WEDDING

Does the thought of searching for a venue, florist, photographer (the list goes on and on) keep you awake at night? When people ask how wedding planning is going, “stressful” is not the answer you want to give. Let Keyed Up Events step in while you get the pre-wedding sleep you need.

From researching vendors to planning guest logistics to straightening the arbor, we are here to manage all the details that make up your big day. So when someone asks how wedding planning is going, you say “amazing!”

WEDDING PLANNING SERVICES

WEDDING PLANNING: LITE



You are more than six months out from their wedding and may have some of the more significant items checked off your list, like the venue and a few other vendors, but still have a lot left to do. If you need direction, checklists, and a guide but are still willing to do the bulk of the communication with vendors and planning on your own, this service could be for you. We can also do some customizing on this package if needed. (Sometimes referred to as Partial Wedding Planning; however, we are involved for every part from here on out. No “Partial” about it!)

Average investment is 3295



WEDDING PLANNING: ALL-INCLUSIVE

If you are just starting the planning process and want an experienced partner by your side every step of the way, this is the service for you. We are involved every step of the way, from being the main go-to person for all of your vendor communication to helping you design a unique look and even making sure your wedding party is on track with their wardrobe. On the day of the wedding, we will make sure that you and yours do not need to lift a finger. Indeed, the Full-Service Wedding Planning Experience.

Investment begins at 4995



WEDDING MANAGEMENT

Can only be booked six months or less before the wedding date.

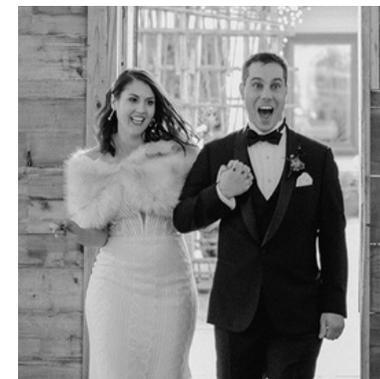
If you have the bulk of your vendors hired, most of your details worked out, and want help pulling it all together to bring it home and not work your wedding, consider Wedding Management. (Sometimes referred to as Day of Coordination, but it is so much more than one day!)

Some of what this package includes are the most important things you need to have for a great wedding day.

- Unlimited email communication from the time you sign your contract
- Tools like a planning guide and online timeline planner
- Preferred vendor list
- Final details meeting and venue walkthrough
- Rehearsal coordination
- Lead and Assistant Manager for up to 12 hours
- Use ancillary decor (card box, table number holders, cake stand, etc.)

Average Investment is 1895, can be customized to fit your needs.

All Planning Packages include Wedding Management, but with additional services as well.



DANA IS PATIENT, RESOURCEFUL, FUNNY, COMPASSIONATE, AND RESPONSIVE. She thinks of details you could never imagine and advises you based on her immense experience. You hire Dana so that your “oh crap!” moments turn into “oh thank goodness. Dana is on it” moments. Our day was flawless, and we owe it to her. Do yourself a favor and hire Dana. You will never regret it. - Annika and Christopher





WEDDING MANAGEMENT TASKS

General:

- Overall timeline management: we are the ones who keep everything moving
- Point person for questions from everyone: we answer them so you don't have to
- Wedding day emergency kit: we usually have something that will work
- Be the team captain for your vendors: allow them time to do the work you hired them for

Ceremony:

- Confirm floral and decor is out and ready to go
- Set out signage and/or programs as directed
- Work with ushers and greeters so they know their tasks
- Help direct guests and encourage them to take their seats
- Direct officiant to do sound check
- Work with DJ or musicians on timing and music cues
- Work with Photographer on planned shots and directions
- Work with Videographer to get mic on appropriate people
- Gather wedding party and cue for processional
- Clean up ceremony area of programs and items left behind
- Limited transfer of ceremony decor and floral to reception site

Decor set up*:

- Gift table
- Guest book or guest participation item
- Set out place cards or seating charts
- Set up memorial table
- Set up dessert table
- Set out table numbers
- Set out favors
- Set out restroom baskets
- Set out any signage
- Set out centerpieces that are already created and put together**
- Set out simple greenery that has already been measured and cut for each table or area
- Set out candles and holder***

**If the ceremony space needs to be flipped to reception space, we will work with the venue and florist to complete; additional help may be required if we are asked to do more tasks than time and Coordinator coverage allows.*

***We cannot create or put together any kind of centerpiece display or arrangement. Any floral items must be ready to just set out.*

****Candles and holders should be free of any plastic wrap if possible; can be in boxes or individually wrapped if best for transport; when possible, candles should be preplaced in candleholders for efficiency in set up, with wicks pulled up or plastic tab from LED ones removed. We do not fill up containers for floating candles.*

Reception:

- Double-check chair and place settings at each table match seating assignments
- Work with catering to identify any guests needing special meals or services
- Work with DJ or MC to gather wedding party and couple for entrance
- Have a final spreadsheet of seating chart available to help guests find a table and troubleshoot issues

Speeches and Dancing:

- Confirm who is doing speeches with DJ or MC and ensure everyone knows the order
- Alert Photographer and Videographer when speeches will start so they are in place
- Alert Photographer and Videographer when first dance start so they are in place

Late Night:

- Ensure gifts and cards are gathered and get into a secured vehicle or space
- Ensure late-night food is delivered
- Work with shuttle transportation and DJ to make sure departures are announced
- Assist in getting personal decor into a secure vehicle or location
- Distribute payments and gratuities to vendors
- Ensure the venue is cleared of guests and items before end of rental time

ADDITIONAL BENEFITS:



A peaceful morning and time with friends



Able to enjoy that "Just Married" feeling



Knowing that your vision will be executed flawlessly



Getting to focus on the one that matters most

"Dana was the MVP of our wedding. Everyone keeps asking us what went wrong behind the scenes, but our wedding was flawless because of Dana and her team working nonstop. Hiring Keyed Up Events was the best decision we made in the wedding planning process." - Katie and Nick

A retainer of 500 is necessary to reserve your date and begin work.
Reserve your time for a consultation [HERE](#).