

*carly marie*  
EVENTS

# List of Services



*Photo by Alexas Photos*



# *Weekend Coordination*

## ***Pre-Wedding:***

Wedding Day Timeline Creation & Management  
Vendor Contact & Scheduling  
Venue Walk-through  
Pick-Up Personal Items From Couple (guest book, escort cards,  
personal photos, table numbers, etc.)

## ***Ceremony:***

Rehearsal Coordination Prior To Wedding  
Coordinate Décor And Music  
Placement And Direction Of Wedding Party + Family

## ***Reception:***

Manage Set-Up Of All Vendors And Décor  
Set-Up Of Personal Items  
Coordination With Couple + Vendors For All Of The "Big Moments"  
(introductions, dances, cake-cutting, send-off, etc.)  
On-Site Point Of Contact For All Vendors  
Maintain Schedule/Flow Of Event With All Vendors  
Personal Item Collection And Return To Couple After Event

**\$2000**



# *Full Service*

***Creation Of "To-Do" List Calendar***

***Budget Creation And Management***

***Ceremony + Reception Venue Research And Selection***

***Personalized Vendor Recommendations + Booking***

Catering, Photography, Florist, Cake, Rentals, Musicians, Videographer,  
Etc.

***Save the Date + Invitation:***

Design + Order, Stuffing + Stamping, RSVP Tracking

***Guest Management:***

Room Blocks, Transportation

***Design & Décor:***

Color Palette + Theme Development

Floral Concepts

Day-Of Material Design And Development (Escort Cards, Menu Cards,  
Table Numbers, Signage, Etc.)

Ceremony + Reception Layout Design

Selection And Coordination Of Rentals (Linens, Lighting, Chairs, Table-  
Top, Etc.)

***Weekend Coordination Services***

**Pricing Varies**



## *Custom Packages*

### ***Weekend Coordination Services + What You Need Help With***

Start with the weekend coordination package, and add on the exact services you like from the full service package. Carly Marie Event's will create a custom package for you, based on your exact needs. The most common add on is Design + Décor!

**Pricing Varies**

## *Extra Services*

### ***Welcome Bags***

Purchasing Items (Billed To Client)  
Assembly  
Delivery To Hotel

### ***Centerpiece Assembly***

Purchasing Items (Billed To Client)  
Assembly  
Set-Up At Event

### ***Paper-Product Assembly***

Hole Punching + Ribbon Tying

**Billed Hourly**