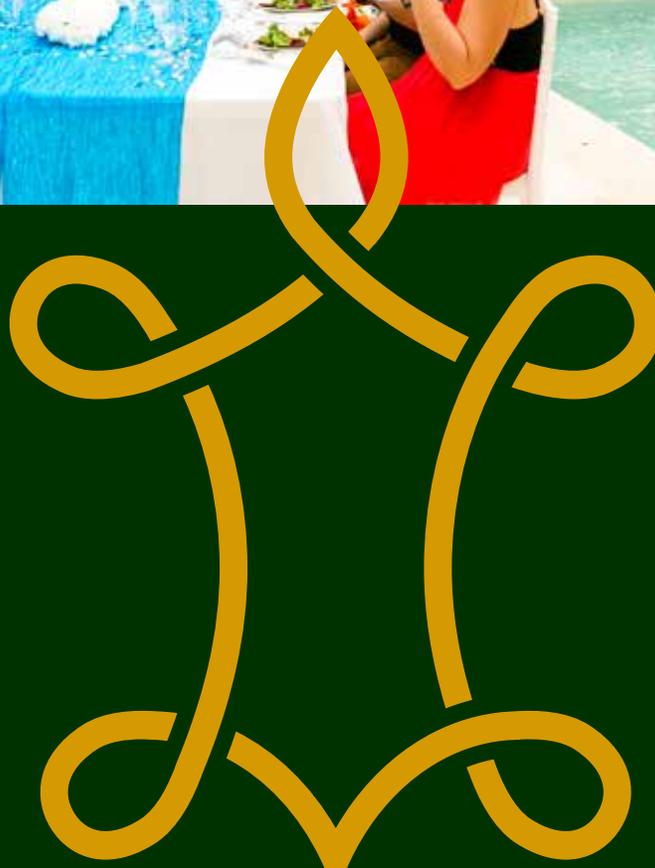




MEXICO
Event Design

Direct Event Services and Rates 2018



DIRECT EVENT SERVICES and 2018 RATES

REGULAR PACKAGE of WEDDING SERVICES (in US dollars):

Venue Scouting	\$300.00
<i>(for scouting up to 5 venues, plus any travel expenses)</i>	
Design and Concept Devt.	\$500.00
Event Coordination	\$500.00
TOTAL	\$1,300.00

(Total discounted to \$600 if clients agree to use allied vendors and properties for wedding date in calendar 2018)

OTHER INDIVIDUAL SERVICES (in US dollars):

Extra Element Procurement	\$100.00
<i>(plus shipping charges and any Mexican customs)</i>	
Advanced Event Flow Planning	\$100.00
Wedding Website	\$100.00
Outside Vendor Management	\$300.00
<i>("Outside" means not from among our allied vendors)</i>	
Legal Document Procurement	\$1000.00
Week-of Activity Coordination	\$250.00
Onsite Day-of Event Coord.	\$400.00
Rooming List Management	\$200.00
<i>(for up to 30 guests; \$100 for every 20 guests more)</i>	



Venue Scouting includes accompanying couples on trips while in Quintana Roo or Puerto Vallarta/Riviera Nayarit to show various properties and help you choose the ideal one for your wedding. Travel expenses may be incurred on the rare occasions that overnight accommodations are needed on multiple-day excursions to outlying islands like Holbox or Cozumel. Ferry tickets and highway tolls must also be considered.

Design and Concept Development includes starting either with our existing Design Concepts or starting with the couple's inspiration and working together to create exactly what they are looking for in the visual concept for their wedding. This concept is the integrated throughout, from the invitations and the wedding website through the ceremony and the reception, even including the food menu and drinks.

Event Coordination consists of four main elements: Event Flow Planning, Vendor Management, Legal Document/Permit Procurement, and Onsite Day-of Coordination

Extra Element Procurement. In those cases where a couple desires a design, decorative, or other element (including flowers) that are not normally available in Mexico, we will do our darnedest to obtain and import it. If it is something that we can use again, we will even pay for it. However, this service requires a great deal of time.





Wedding Website. Many couples now are looking for a dedicated wedding website for their event that includes such details as travel information, weather, links to hotel reservations and chosen airlines, RSVP page, wedding program, menu, and even interactive features like the ability for invitees to post their favorite photos of the couple, etc. Our staff can design and build this page.

Event Flow Planning (+ other activity days if necessary). This includes working with the couple to include all the rituals and activities they like and forming the sequence of those activities along with the logistics involved in carrying those off. If desired, we can also plan the itineraries and activities of any/all wedding guests during their stay here in the Riviera Maya

Vendor Management. This includes arranging vendor appointments with clients for tasting and testing, scheduling vendors' arrival and departure times at the event, handling any logistical or transportation issues, preparing for contingencies such as inclement weather, etc.

Payment Management. This includes handling multiple client payments in a sequence, deposits and transfers to vendors, handling currency exchanges, handling receipt of any shipments or packages, etc. Mexico Event Design is legally incorporated in Austin, Texas, USA, making it possible to have all payments and transfers made in US dollars to US banks. We will act as your representative and advocate with the various event suppliers in Mexico, making the process seem seamless.

Legal Document/Permit Procurement. In cases of foreigners getting married in Mexico, complicated legal documentation must be filled out and signed. We work with Mexican legal experts to facilitate, expedite, and translate the necessary paperwork such that the Mexican marriage certificate is valid internationally. In addition, Catholic ceremonies must be arranged in advance with the local parish priest or his representative. As well, judges' participation in the ceremonies must be arranged well in advance, along with their payment.

Onsite Coordination of Event. Includes making sure everything goes off without a hitch—reconfirmation of vendors, coordination with venue, implementation if necessary of Plans B, C, D...Z, etc.

Rooming List Management. Most private villas and many small boutique hotels require a printed rooming list of guests' names and arrival/departure information, along with other details such as any dietary restrictions, room requirements or requests, and many other potential details. Maintaining and updating this constantly changing list can be a nightmare for the wedding couple, so we can take that burden off your hands! We **MUST**, however, rely on your relationship with your guests to guide the allotment and placement of guests within particular rooms at private villas. We cannot be held responsible for unhappy guests based on where they wind up.





MENU

Wine Pairing: Gazpacho

Three

Roasted Chicken Salad with Goat Cheese
Or
Stuffed Peppers with Meat Sauce

Three

Chicken Breast with Mushroom
and Artichoke
Or
Spring Vegetable with Lemon and Olive Oil

Three

Filet Mignon with Mushroom
and Truffle
Or
Crispy Filet with Mushroom and Truffle

Three

Filet Mignon with Mushroom
and Truffle
Or
Crispy Filet with Mushroom and Truffle



Mexico Event Design

7510 St. Amant Place, Suite A
Austin, TX 78749
(1) 512-692-9155

Avenida 25 entre Calles 26 y 28
Colonia Gonzalo Guerrero
Playa del Carmen, QR 77710
(52) 984-182-2962

Avenida Francisco Villa #111-5
Colonia Olimpica
Puerto Vallarta, JL 48380

www.mexicoeventdesign.com
info@mexicoeventdesign.com



MEXICO

Event Design