

Wedding Planning

@myr.eventss



Lexie Beavor



Contact Us

Phone

702-787-3588

Website

<https://myreventss.com/>

Welcome! I'm Lexie, your dedicated wedding and event planner. Alongside my talented team, we are here to ensure your special day is as seamless and stress-free as possible. With a passion for detail and a commitment to excellence, we work closely with you to bring your unique vision to life, creating unforgettable memories for you and your loved ones. Let us handle the details, so you can focus on enjoying every moment.

Full Planning



- Unlimited communication starting immediately upon booking along with a preferred vendor list.
- Lead planner to guide the full planning process, including invitations, venue scouting, and vendor sourcing.
- Up to 8 in-person planning meetings.
- 10 hours of on-site wedding day coverage.
- Assistant Planner for 8 hours.
- One-hour rehearsal coordination (availability subject to change based on other events).
- Customized design collection to establish color palettes, aesthetics, and design concepts.
- Assistance in developing and prioritizing the wedding budget.
- MYR Events will hand-select vendors that align with your vision and budget.
- Coordination and communication with all vendors, including arrival and departure times.
- Proofing and managing wedding stationery (if applicable).
- Creation of a detailed, minute-by-minute wedding day timeline.
- Menu tasting coordination if applicable or required by the venue. Distribution of the approved timeline to all vendors.
- Hotel block and transportation logistics.
- Guest management, seating charts, and special requests.
- Event day setup of personal items (e.g., toasting glasses, guest cards, cake knife, portraits).
- Communication with entertainment for processional, recession, and reception music.
- On-site management of catering staff, floor plan compliance, and final payments.
- Access to an online planning platform.
- Guidance on obtaining a marriage license and mailing (if applicable).
- Emergency beauty and health kit available on-site.
- Insurance review and collection from outside vendors.
- Review and finalization of all contracts and proposals.

Partial Planning



- This package does not include venue scouting, transportation booking, or invitation mailing.
- Unlimited communication starting immediately upon booking along with a preferred vendor list.
- Up to three in-person planning meetings.
- Assistance with budget discussions.
- Access to an online planning platform for organization and tracking.
- Lead planner and assistant planner present for 7 hours on the wedding day.
- One-hour rehearsal coordination. (availability subject to change based on other events).
- Event day setup of personal items, such as toasting glasses, guest cards, cake knife, and portraits.
- Coordination with all vendors regarding arrival, setup, and strike times.
- Confirmation of vendor orders and rental quantities.
- Review of all vendor proposals, contracts, and banquet event orders (BEO).
- Obtaining necessary insurance from vendors as required by the venue.
- Creation of a detailed, minute-by-minute wedding day timeline.
- Menu tasting coordination if applicable or required by the venue.
- Final payment and vendor gratuity distribution on your behalf.

Day of Coordination



- Unlimited communication beginning two months prior to wedding date.
- Principal Wedding Planner for contracted hours.
- Final in person detail meeting at least (1) month prior to wedding date.
- Up to ten (6) hours of wedding day coverage.
- Online planning platform beginning upon signing contract.
- One hour rehearsal, ceremony and reception coordination. (Planners availability for rehearsals are subject to change due to other events)
- Contact all vendors for arrival and end times. This includes strike time.
- Produce and create a minute by minute timeline of wedding day.
- Communicate with musicians or DJ on ceremony song selections and cueing wedding party for processional and grand entrance.
- On-site management and coordination. This includes communication with vendors regarding venue procedures such as loading and unloading.
- Confirm all vendor orders and quantities on rental items.
- Obtaining all necessary insurance from outside vendors per venue regulations.