

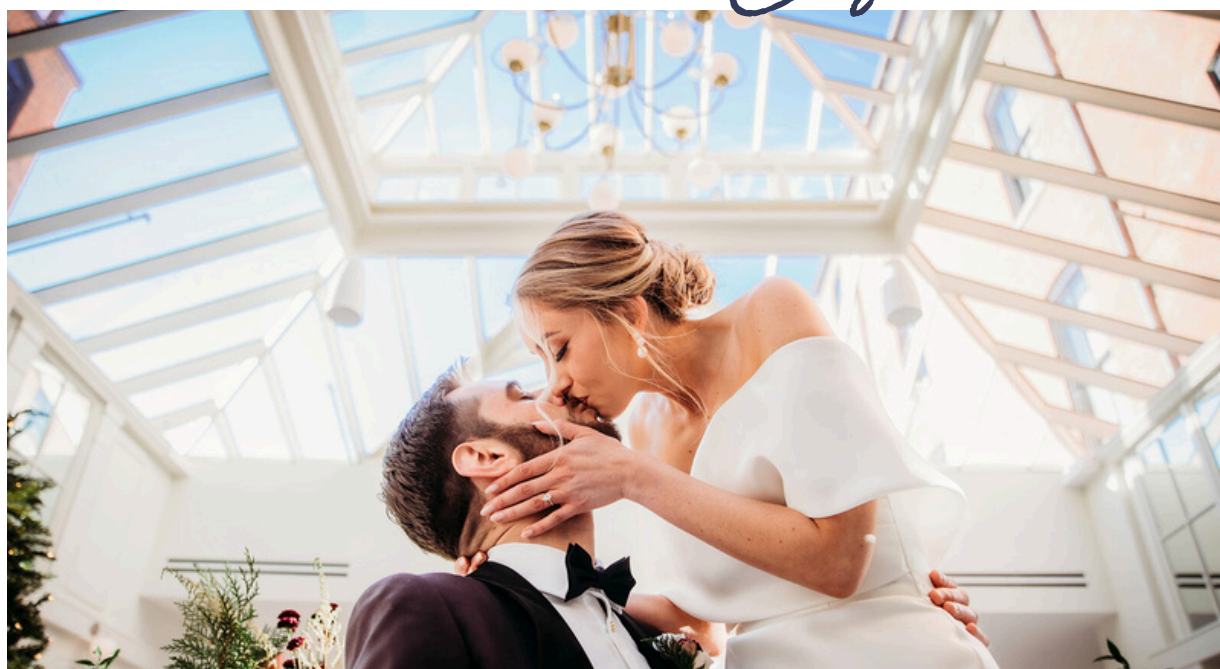


THE MAIN EVENT

WEDDING & EVENT PLANNING

by Kelly Jeanmaire

Welcome Guide



www.themaineventbykelly.com

WELCOME,

and Congrats!

Wedding days are incredibly special. While you appreciate the fine details, perhaps you are finding it difficult to make all the decisions and still enjoy the process. As your planner, my goal is to make you feel heard and cared for every step of the way! I vow to make this process straightforward and worry-free so you can walk down the aisle without any extra wrinkles!



WHAT'S NEXT?



The first step to this journey together is a quick phone call to help me identify where you are in the planning process, what you have accomplished so far, and how much help you might need from us.

After our call, I will be able to draft and send you a custom proposal with options based on your needs and budget.



MEET THE FOUNDER:

Kelly Jeanmaire



Born and raised in the South of France, Kelly moved to the USA right after college to pursue her dreams of working in the Wedding Industry. Over 10 years later and countless positions in the industry, she took her experience and decided to open 'The Main Event by Kelly' in 2020.

Fun-spirited, organized, and never one to shy away from saying what everyone else is thinking, Kelly's priority is to create long-lasting relationships with her clients and peers in the industry.

FUN FACTS

01

Her last name is pronounced like "John Mayer"

02

She believes marriage is more important than the party

03

Her wedding dress came from Forever 21

04

She keeps home organized and lively with her two energetic boys.

05

Her husband and her met on Tinder in 2015

06

She supports the LGBTQ+ community and encourages diversity

WHAT YOU CAN

Expect from us



✓ Quality

- Commitment to excellence for all clients
- Benefit from our extensive experience and established relationships.
- High-quality service and attention to detail in every aspect of our work.



✓ Professionalism

- Our stellar reputation enhances vendor interactions and ensures seamless collaboration.
- Local vendors recognize TME's commitment to excellence and precision in event management.
- We ensure every detail is meticulously managed for a flawlessly executed event.



✓ Timeliness

- We prioritize providing quick and efficient information and answers.
- We pride ourselves on our rapid response times and wide availability.
- Detailed timelines are essential, and we consistently deliver timely communication.



PLANNING

Timeline

AFTER YOUR ENGAGEMENT

Create your guest list, make a budget, select a date, book a wedding venue and begin selecting your vendor team.

1 YEAR PRIOR

Work with your planner on your decor needs, floral ideas, event rentals, linens, stationery, attire, and all things aesthetics.

6 MONTHS PRIOR

Start the reconciliation work with your planner and meet for your 'Wedding Planning Meeting'. After that, we start contacting vendors, gathering details, creating your timeline, venue layout, and putting everything together.

THE WEEK BEFORE

Meet with your wedding planner, venue coordinator and caterer for a 'Final Meeting' to ensure everyone is on the same page, and drop off all your belongings for the wedding.

THE DAY OF

There is nothing left to do but relax and enjoy your day, your family and let your wedding planner handle all the logistics!

WEDDING PLANNING SERVICES

What are the differences?

	Wedding Day Management	Partial Planning	Full Service Wedding Planning	Multi-day Event Planning
Unlimited email & phone support	✓	✓	✓	✓
Personalized Wedding Planning Portal	<i>Not included</i>	<i>5 to 10 hours</i>	<i>50 to 80 hours</i>	<i>80 to 120 hours</i>
Wedding Planning assistance	✓	✓	✓	✓
Crafting custom wedding-day timeline	✓	✓	✓	✓
Confirmation of all vendors logistics	✓	✓	✓	✓
Assistance with floor plans & seating chart	✓	✓	✓	✓
Management of the rehearsal ceremony	✓	✓	✓	✓
Coordination of all event-day logistics	✓	✓	✓	✓
Handling of vendors' final payment	✓	✓	✓	✓
Access to TME emergency tool kit	✓	✓	✓	✓
Building a wedding website		<i>can use hours for this</i>	✓	✓
Arrangement of travel accommodations		<i>can use hours for this</i>	✓	✓
Assistance with overall wedding design		<i>can use hours for this</i>	✓	✓
Monthly phone calls		<i>can use hours for this</i>	✓	✓
Sourcing of event venue(s) & vendor(s)		<i>can use hours for this</i>	✓	✓
Customized Wedding Planning Checklist		<i>can use hours for this</i>	✓	✓
Management of a Budget Tracker		<i>can use hours for this</i>	✓	✓
Management of ancillary events <i>(like rehearsal dinner, welcome party, farewell brunch,...)</i>				✓

WHAT IS THE *investment?*

Each celebration is unique, so all service proposals are customized based on your event's complexity and needs. Numbers listed are starting costs and do not include travel fees.

MULTI DAY EVENT PLANNING

Full-service weekend planning covers everything from welcome parties to farewell brunches, ensuring seamless coordination over 2, 3, or 4 days. We manage all the details, from vendor coordination to on-site supervision, so you can relax and fully enjoy your wedding weekend.

starts at **\$20,000**

FULL SERVICE WEDDING PLANNING

From finding your dream venue to sourcing vendors and crafting a personalized event design, we plan and coordinate every detail of your wedding. We handle vendor communication, logistics, and travel needs, ensuring a seamless and stress-free experience from start to finish.

starts at **\$14,000**

PARTIAL WEDDING PLANNING

This option is great for couples who have most of the planning under control but need extra support from a wedding planner to get to the finish line. We offer guidance with final details, vendor coordination, and troubleshooting to ensure everything runs smoothly on your big day.

starts at **\$8,000**

WEDDING DAY MANAGEMENT

Our wedding day management package ensures everything runs smoothly on your wedding day. We review everything you have planned, confirm vendor details, and make sure everything is finalized so you can relax and fully enjoy your special day.

starts at **\$5,000**

WHAT WE USE

Tools & Resources

- 01 Emails**
This is the preferred method of communication as it allows to keep record of everything.
- 02 Wedding Planning Portal**
Once hired, we create a private wedding planning portal where you have access to all documents.
- 03 Google Drive**
All documents will be shared and available through Google Drive.
- 04 Google Meet**
Although we love to meet in person, Google Meet is our new best friend for all virtual meetings.
- 05 Dubsado**
This web-based platform will host your proposals, contract, invoice and allow you to pay electronically.
- 06 All Seated / Social Tables**
We use either softwares to help with your seating chart and floor plans.

Communication

Contact Details

✉ kelly@themaineventbykelly.com

☎ +1 (518) 763-4259



www.themaineventbykelly.com

Office Hours



T - F | 9:00am - 4:00pm

Response Time



24 - 48 hours except weekends

FREQUENTLY

Asked Questions

Why do I need a wedding planner?

Imagine spending months planning your dream wedding, only to be overwhelmed by last-minute issues and unexpected challenges. A wedding planner is your day-of insurance, handling all the details, solving problems before they reach you, and ensuring everything runs smoothly. By hiring a wedding planner, you can turn your hard work into a flawless event and enjoy your special day stress-free.

When is the right time to hire a wedding planner?

Is yesterday a possible answer? Just kidding! At The Main Event, we don't make you wait until six weeks prior for "day-of coordination" or require booking a year in advance for full-service planning. We've planned weddings in under three weeks and assisted with day-of management more than two years ahead. However, our availability is limited, so reaching out sooner ensures you're not left without a planner as your date approaches.

How are your services different than a venue coordinator?

The main difference is that we work exclusively for you and your family, while a venue coordinator or catering manager focuses on the venue and staff. While the venue coordinator ensures the property runs smoothly, we are with you throughout the day, no matter the location. We manage timing, ensure vendors are in place, and address any needs you have, providing a personalized experience from start to finish.

Do you travel?

Absolutely! While we're mainly based in Upstate New York (Capital Region), we can travel anywhere in the world. Whether it's a destination wedding or a special event abroad, we're ready to go. Plus, Kelly speaks fluent French and English and understands Spanish, ensuring smooth communication wherever we are. Your vision can come to life no matter the location, and we're excited to help make it happen.

LET'S GET STARTED!

Now that you have a better idea of why booking a wedding planner is essential, let's chat!

After our call, I will be able to send you a custom proposal based on your event needs, details, and budget!

[EMAIL US TO SCHEDULE A CALL](#)

Thank you so much for taking the time to look through this guide, and for considering working together!

I pride myself in having my clients' best interests at heart and vow to always do my best to make the wedding planning experience a fun, enjoyable and stress-free journey.

Kelly



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