



EXPERIENCE EVERYTHING

This service is for the couple who is excited about planning their wedding with a professional. They want a tailored wedding, from save the dates to the honeymoon with custom napkins to intimate moments throughout the day. All of the details will be handled by a professional planner and designer so you are left with the most unforgettable experiences during your special time.

Package starting at \$20,000 (For one event up to 250 guests - one assistant is included)

Pre-Planning:

- **Unlimited** e-mails and phone calls with planner during business hours
- Develop budget breakdown and manage wedding costs
- Prepare project plan and month-to-month checklist of tasks to do
- Schedule and attend *up to ten (10)* vendor selection appointments. (Recommended: Venue, Caterer, Decorator, Florist, Cake, Stationer, Photographer & Videographer.)
- Assist in booking the following (if applicable):
 - DJ/Band, Musicians, Lighting Provider, Transportation, Specialty Rentals, Security & Valet, Hair and Makeup, Special Entertainment & Officiant and Bride's Wedding Attire
- Develop design ideas, and inspiration boards (Assist in selecting a color scheme, special details, theme and style) - all design work included for event related tasks
- *Once all vendors are chosen:* Ongoing phone calls and correspondence as necessary to plan all details and to ensure services/products are provided in a timely manner
- Develop guest welcome letter, brief itinerary, directions and map to events, as well as "Things to Do in Houston" List. Send this to Client for inclusion in welcome bags or distribution at hotel check-in desk. (Material provided by client)
- Receive all RSVP Cards and keep RSVP's updated
- Assemble and deliver to hotels the guest welcome bags
- Prepare detailed wedding day itinerary to distribute to all vendors
- Prepare bridal party itinerary and distribute at rehearsal
- Attend and coordinate ceremony rehearsal up to 1 hour
- Provide travel agent information to coordinate in booking honeymoon travels
- Help with Design + Website curation from theknot.com
- Collect all small personal items prior to wedding day to set up during ceremony and reception (guest book, couple portrait, toasting flutes, cake cutting set, menu cards, table numbers, escort cards, favors, programs, etc.)

Wedding Day:

- Complete wedding day coverage
- Manage wedding day timeline

- Manage vendor set-up at ceremony and reception venue o Set up all personal items and Special event decor
- Disbursement of Payments & Gratuities (no cash accepted)
- Coordinate transportation • Manage hair and makeup schedule
- Assist bride and wedding party in dressing room prior to ceremony
- Distribute personal flowers (bouquets, boutonnieres, corsages, etc.)
- Coordinate and time ushers, house party, readers, ceremony musicians, parents/ grandparents, bridesmaids, groomsmen, and bride and groom. (Anyone who has a role within the event.)
- Coordinate and assist in couple's portrait session on day of
- Assist and coordinate in formal photos with family and guests, provided the client's give a photo list
- Bustle bride's dress and arrange for refreshments upon couple's arrival to reception
- Coordinate entertainment and all announcements and events throughout evening (special dances, cake cutting, toasts, bouquet toss, couple's exit, etc.)

Post Wedding:

- Return cake rental items to vendor (plateau, cake boards, separator plates, etc.)
- Store personal items at the end of the event for bride and groom in suite or assign designated family representative to take with them end of the night

PLAN A LITTLE

This service is for the couple who has selected their venue, and have finalized or narrowed down their vendors. It is time to bring in the professional touch to perfect the process and details. A professional coordinator and designer will take over so you can start enjoying every unforgettable moment that leads to the big day.

Package starting at \$10,500 (For one event up to 250 guests - one assistant is included)

Pre-Planning:

- 50 hours of e-mails and phone calls with planner during business hours
- *Once all vendors are chosen:* Ongoing phone calls and correspondence as necessary to plan all details and to ensure services/products are provided in a timely manner
- Develop guest welcome letter, brief itinerary, directions and map to events, as well as "Things to Do in Houston" List. Send this to Client for inclusion in welcome bags or distribution at hotel check-in desk. (Material provided by client)
- Assemble and deliver to hotels the guest welcome bags
- Prepare detailed wedding day itinerary to distribute to all vendors
- Prepare bridal party itinerary and distribute at rehearsal
- Attend and coordinate ceremony rehearsal up to 1 hour
- Provide travel agent information to coordinate in booking honeymoon travels
- Collect all small personal items prior to wedding day to set up during ceremony and reception (guest book, couple portrait, toasting flutes, cake cutting set, menu cards, table numbers, escort cards, favors, programs, etc.)

Wedding Day:

- Complete wedding day coverage
- Manage wedding day timeline
- Manage vendor set-up at ceremony and reception venue o Set up all personal items and Special event decor • Disbursement of Payments & Gratuities
- Coordinate transportation
- Manage hair and makeup schedule
- Assist bride and wedding party in dressing room prior to ceremony
- Distribute personal flowers (bouquets, boutonnieres, corsages, etc.) • Coordinate and time ushers, house party, readers, ceremony musicians, parents/ grandparents, bridesmaids, groomsmen, and bride

and groom

- Coordinate and assist in couple's portrait session on day of
- Assist and coordinate in formal photos with family and guests, provided the client's give a photo list
- Bustle bride's dress and arrange for refreshments upon couple's arrival to reception
- Coordinate entertainment and all announcements and events throughout evening (special dances, cake cutting, toasts, bouquet toss, couple's exit, etc.)

Post Wedding:

- Return cake rental items to vendor (plateau, cake boards, separator plates, etc.)
- Store personal items at the end of the event for bride and groom in suite or assign designated family representative to take with them end of the night

FINAL MONTH EXPERIENCE

This package is for the couple who needs a professional to tie up any loose ends and manage last minute details leading up to their big day. Once all vendors are chosen, and contracts are signed, the couple can step away to truly experience their union to one another.

Package starting at \$5,750 (For one event up to 250 guests - one assistant is included)

Pre-Planning: (Planning begins once contract is signed)

- Twenty hours of e-mails and phone calls necessary to finalize wedding logistics with planner during business hours
- Coordinate and manage Wedding Reception
- Obtain copies of all vendor contracts at the 6 week mark (Contact all vendors and inform them of assistance)
- Confirm all contract details (deliveries, set-up times, dismantling times, etc.)
- Go through contracts and provide payment reminders on contract balances
- Create timeline and outline event day details and distribute to all vendors
- Ongoing phone calls and email correspondence as necessary to finalize all details and to ensure services/products are provided in a timely manner during business hours
- Provide final headcount to catering manager by due date and reconcile needed quantities of centerpieces, linens, chairs, menus, programs, and favors
- Collect all small personal items prior to wedding day to set up during ceremony and reception (guest book, couple portrait, toasting flutes, cake cutting set, menu cards, table numbers, escort cards, favors, programs, etc.)
- Welcome Bags and Favors - Set up on Location and must be dropped off or mailed to MAMPD

Wedding Day:

- Complete wedding day coverage
- Manage wedding day timeline
- Manage vendor set-up at reception venue • Set up all personal items and Special event decor
- Coordinate transportation
- Manage hair and makeup schedule • Assist bride and wedding party in dressing room prior to reception
- Distribute personal flowers (bouquets, boutonnieres, corsages, etc.)
- Coordinate and time entrances and exits - flower girl, parents, bride, groom, etc.
- Coordinate and assist in couple's portrait session on day of
- Assist and coordinate in formal photos with family and guests, provided the client's give a photo list
- Coordinate entertainment and all announcements at events throughout evening (special dances, cake cutting, toasts, bouquet toss, couple's exit, etc. Contact information for family member or friend in charge must be provided.)

Post Wedding:

- Return cake rental items to vendor (plateau, cake boards, separator plates, etc.)
- Store personal items at the end of the event for bride and groom in suite or assign designated family representative to take with them end of the night