

# Wedding Planning & Coordinating Services

## Full Planning & Coordination

- ❖ Unlimited one on one consultations with clients and vendors
- ❖ Unlimited phone and email consultation
- ❖ Assist with planning and securing vendors at special MorLina Events rates
- ❖ Schedule and Attend vendor meetings
- ❖ Provide transportation to vendor meetings
- ❖ Final vendor confirmation (if requested)
- ❖ Send Monthly To-Do and Follow-up Items via email
- ❖ Implement and provide budget tracking spreadsheet
- ❖ Conduct and assist with ceremony rehearsal
- ❖ Pre-Ceremony, Ceremony & Reception coordinating
- ❖ Provide snacks and refreshments for bridal party after ceremony
- ❖ Contact and confirm arrival times with ceremony coordinator, photographer, videographer, caterer, DJ or live band, transportation, bakery, florists, decorators & other vendors
- ❖ Distribute and pin on bridal party flowers
- ❖ Create and send final event itinerary to all vendors
- ❖ Help with décor set-up and take down (if requested)
- ❖ Transport décor from church to reception
- ❖ Prepare bridal party for Grand Entrance
- ❖ Coordinate all reception events (i.e. first dance, toast, cake cutting, and etc.)
- ❖ Gather gifts in hotel suite/car and additional items requested

## Partial Planning & Coordination

- ❖ Ten (10) one on one consultations with clients and vendors
- ❖ Unlimited phone and email consultation
- ❖ Assist with planning and securing remaining needed vendors at special MorLina Events rates
- ❖ Schedule and Attend remaining vendor meetings (if requested)
- ❖ Provide transportation to vendor appointments
- ❖ Send Monthly To-Do and Follow-up Items via email
- ❖ Conduct and assist with ceremony rehearsal
- ❖ Pre-Ceremony, Ceremony & reception coordinating
- ❖ Provide snacks and refreshments for bridal party after ceremony
- ❖ Contact and confirm arrival times with ceremony coordinator, photographer, videographer, caterer, DJ or live band, transportation, bakery, florists, decorators & other vendors
- ❖ Distribute and pin on bridal party flowers
- ❖ Create and send final event itinerary to all vendors
- ❖ Help with décor set-up and take down (if requested)
- ❖ Transport décor from church to reception
- ❖ Prepare bridal party for Grand Entrance
- ❖ Coordinate all reception events (i.e. first dance, toast, cake cutting, and etc.)
- ❖ Gather gifts in hotel suite/car and additional items requested

\* Services begin upon initial minimum \$500 retainer fee and end after the final event is completed.

\* Remaining payments can be arranged monthly or bi-monthly & final balance due 2 weeks prior to event.