

## Wedding Planning & Coordinating Services

### Full Planning & Coordination

Provides couples planning/coordinating services from the beginning of the planning through every step up and event day production to the completion of your special day.

- Unlimited one on one consultations with clients and vendors (Includes final vendor meetings)
- ❖ Unlimited phone and email consultation
- Provide recommendations and assistance in securing vendors at special MorLina Events rates- ceremony, reception, photographer, videographer, caterer, DJ or live band, transportation, bakery, florists, decorators, hair, makeup & other needed vendors.
- Schedule and Attend initial and final vendor meetings/appointments (In addition to vendors above, dress shopping, hair & makeup trials, alterations and etc.)
- ❖ Provide transportation to vendor meetings
- ❖ Send Monthly To-Do and Follow-up Items via email
- Assist with Wedding website
- Review vendor contracts (if requested)
- Arrange hotel block accommodations for your bridal party, guests and etc.
- Implement and provide budget tracking spreadsheet
- Assist with stationary needs (if requested)
- Schedule and attend final vendor meetings and venue walk-thrus
- ❖ Provide master seating list spreadsheet template
- ❖ Assist with assigning seating arrangements for chart or place cards
- ❖ Conduct ceremony rehearsal
- ❖ Coordinate entire event day- Pre-Ceremony, Ceremony & Reception
- ❖ Provide snacks and refreshments for bridal party after ceremony
- ❖ Contact and confirm arrival times of all event 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 items provided by client
- ❖ 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
- ❖ Includes serving up to 150 invitees

### Full Planning & Coordination Upgrade +\$500

- ❖ Includes serving between 150 to 250 invitees
- ❖ Extra \$500 per 100 invitees

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

\* Remaining payments can be arranged monthly or bi-monthly & final balance due 2 weeks prior to event. Prices good until 12/31/2018.

## Wedding Planning & Coordinating Services

### Event Management & Coordination

Provides couples assistance with remaining planning/coordinating services and event day production through the completion of your special day.

- ❖ Five (5) one on one consultations with clients, any **remaining** needed vendors not including final vendor meetings (Additional meetings cost is \$100 each)
- ❖ Unlimited phone and email consultation
- ❖ Provide recommendations and assistance in securing **remaining** needed vendors at special MorLina Events rates - photographer, videographer, caterer, DJ or live band, transportation, bakery, florists, decorators, hair, makeup & other needed vendors.
- ❖ Schedule and attend remaining vendor meetings up to 5.
- ❖ Provide transportation to vendor meetings
- ❖ Send Monthly To-Do and Follow-up Items via email
- ❖ Provide master seating list spreadsheet template
- ❖ Assist with assigning seating arrangements for chart or place cards
- ❖ Conduct ceremony rehearsal
- ❖ Coordinate entire event day- Pre-Ceremony, Ceremony & Reception
- ❖ Provide snacks and refreshments for bridal party after ceremony
- ❖ Contact and confirm arrival of all event 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 items provided by client
- ❖ 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
- ❖ Includes serving up to 150 invitees

### Event Management & Coordination Upgrade +\$500

- ❖ Includes serving between 150 to 250 invitees
- ❖ Extra \$500 per 100 invitees

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

\* Remaining payments can be arranged monthly or bi-monthly & final balance due 2 weeks prior to event. Prices good until 12/31/2018.