

PLATINUM PACKAGE
Complete Wedding Planning Services

317-641-0807
info@makingyoureventspecial.com

Only
Available
In Virginia

- *Initial Consultation* with bride and groom
- *Follow-up* consultation, advice and *Confirmations* as required
- *Budget* preparation and review
- Prepare, review and monitor *Timelines and Checklists*
- **Assist** with selection and booking of ceremony and reception *Venues*
- **Assist** with selection and booking of Wedding *Officiate*
- **Assist** with selection of *Color Schemes*, theme and Wedding *Style*
- **Assist** with design, printing arrangements and delivery of *Invitations*
- **Assist** with selection of Wedding *Attire* and accessories
- Research, negotiate and contract suitable *Vendors* (e.g. Florist, photographer/ videographer, musicians, caterer, etc.)
- Includes **5** vendor/site visits
- Coordinate Deposits and Final Payment to vendors (if requested by client)
- Review vendor *Contracts* and coordinate *Schedules*
- Provide information to obtain a *Marriage License*
- **Assist** with *Ceremony* Planning
- Attend and oversee Wedding *Rehearsal* (up to 2 hours)
- Review and oversee *Attendant Duties* with wedding party
- Direct Wedding *Processionals, Recessionals* and receiving line
- Assist with *Reception* Planning
- Coordinate and Monitor *Gifts Collection* on Wedding Day
- Schedule, coordinate and direct Wedding Day Events (up to 10 hours)
- Bi-weekly meetings to discuss wedding plans
- Unlimited phone and email communication during the contracted time

Starting at \$5,000.00 for up to 100 guests

- **\$200.00 per 1-25 additional guests**

\$1,000.00 decoration and clean-up fee for up to 100 guests

- **\$150.00 per 1-25 additional guests**
- **Prices may vary depending on types of decorations and setup requirements**

A la carte services provided in addition to the “Complete Wedding Planning Services” Package that will be charged an additional fee are as follows:

- Arrange for and send *Newspaper Announcements*
- Coordinate *Engagement Parties*
- Assist with booking of *Lodging Accommodations* for out-of-town guests
- Assist with *Bridal Showers* and/or other Wedding Party functions
- Purchase *Attendant Gifts*
- Assist with *Rehearsal Dinner / party* planning
- *Honeymoon Arrangements* and planning
- Assist with preparation and mailing of *Thank You Cards*
- Assist with *Name and Address Change* documentation

GOLD PACKAGE

Partial Wedding Planning Services

Only
Available
In Virginia

- Initial consultation with bride and groom
- **Assist** with selection of suitable vendors (e.g. Florist, photographer/ videographer, musicians, caterer, etc.)
- Includes only **2** vendor/site visits
- **Suggest** Wedding attire providers (e.g. Bridal and Formal Wear shops)
- **Negotiate** with vendors
- Review vendor contracts
- Schedule vendor appointments for client
- Coordinate and communicate with vendors to ensure services/products are scheduled and provided in a timely manner as contracted
- Coordinate deposits and final payment to vendors (if requested by client)
- Follow-up consultations/ updates with clients and vendors as needed
- Coordinate and direct Wedding Rehearsal (Up to 2 hrs) and Wedding Day events (Up to 10 hours)
- Monthly meetings to discuss wedding plans
- Unlimited phone and email communication during the duration of the contracted time

Starting at \$2,500.00 for up to 100 guests

- **\$200.00 per 1-25 additional guests**

\$1000.00 decoration and clean-up fee for up to 100 guests

- **\$150.00 per 1-25 additional guests**
- ***Prices may vary depending on types of decorations and setup requirements***



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SILVER PLUS PACKAGE

Month of Coordination

Travel Fee
of \$400
added for
Virginia
clients

- Consult (1 month before wedding date) with bride and groom to gather information about wedding program and style
- Prepare rehearsal and wedding day itinerary.
- Communicate with client and vendors to confirm wedding day arrangements. (1 month before wedding date)
- Attend and direct wedding rehearsal (up to 2 hours)
- Attend, oversee and direct ceremony and reception (up to 8 hours)
- Unlimited phone and email communication during the month of the wedding

Starting at \$1,500.00 for up to 100 guests

- **\$125.00 per 1-25 additional guests**

\$1,000.00 decoration and clean-up fee for up to 100 guests

- **\$150.00 per 1-25 additional guests**
- ***Prices may vary depending on decoration types, setup and special requests***

SILVER PACKAGE

Rehearsal and Wedding Day Service Only

Travel Fee
of \$400
added for
Virginia
clients

- Consult week of the wedding with bride and groom to gather information about wedding program and style
- Prepare rehearsal and wedding day itinerary.
- Attend and direct wedding rehearsal (up to 2 hours)
- Attend, oversee and direct ceremony and reception (up to 8 hours)
- Unlimited phone and email communication during the week of the wedding

Starting at \$800 for up to 50 guests

- **\$75.00 per 1-25 additional guests**

\$1,000.00 decoration and clean-up fee for up to 100 guests

- **\$150.00 per 1-25 additional guests**
- ***Prices may vary depending on decoration types, setup and special requests***