



Janelle Marie
EVENTS
Flawless and Unforgettable

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This all-inclusive wedding package includes the following:

- * Monthly consultation meetings and weekly updates (if needed)
- * Theme and décor idea generation
- * Creation and management of To Do List
- * Budget creation and continuous management
- * Guest list creation
- * Research of all vendors needed to match your taste and budget
- * Assistance in locating the perfect ceremony site
- * Assistance in locating the perfect reception site
- * Creation of payment schedule
- * Schedule needed appointments on your behalf
- * Attend all requested vendor appointments and assist in choosing appropriate vendors
 - o Including, but not limited to:
 - Ceremony Site (Officiant and Musicians)
 - Reception Site
 - Florist
 - Cake Baker
 - DJ/Entertainment
 - Caterer
 - Event Rentals/Linens
 - Photographer/Videographer
 - Transportation
 - Invitations/Stationary/Favors
 - Bridal Boutiques
 - Hair and Make-up Professionals
 - Men's Formalwear
 - Honeymoon Travel Agency
- * Attend food and beverage tastings and assist with menu design
- * Review all vendor contracts and partake in any vendor negotiations, as needed
- * Submit engagement and wedding announcements to preferred newspapers
- * Attend dress fittings for you and your bridal party
- * Creation of reception floor plan and seating chart

- * Provide etiquette guidance
- * Assist in ordering *Save the Dates*, invitations, programs, favors, escort/place cards, menus, stationary, etc.
- * Assist with design of ceremony format
- * Assist in choosing ceremony and reception music appropriate for couple's tastes
- * Make hotel arrangements for bridal party and out of town guests
- * Make travel arrangements for bridal party and out of town guests
- * Assistance with applying for Ohio Marriage License
- * Timeline creation and maintenance
- * Distribute timeline to all vendors
- * Creation and distribution of weekend itinerary to bridal party, key family members, etc.
- * Assist in purchasing bridal party gifts and gifts for out-of-town guests
- * Weekly consultation meeting for month leading up to the wedding day
- * Make final vendor confirmations and attend final meetings as needed
- * Deliver out-of-town guest gifts to hotels with delivery instructions
- * Manage vendor payments and distribute final payments and tips on wedding day
- * Attend and coordinate wedding rehearsal
- * Attend rehearsal dinner to address any questions or concerns
- * Tend to the reception site prior to the start of the ceremony
 - o Duties include, but are not limited to:
 - Ensure all vendors have arrived and delivered services as contracted
 - Supervise decorations, favor and escort/place card placement, etc.
 - Make sure reception is prepared according to your specifications
- * Attend and coordinate ceremony
 - o Duties include, but are not limited to:
 - Check-in and instruct all ceremony vendors
 - Distribute flowers and pin boutonnieres, set out guest book and programs for attendants
 - Secure aisle runner (if needed)
 - Assist with any last minute needs and keep to timeline
 - Provide emergency bridal kit for any needs that should arise
 - Ensure that snacks and beverages are present for bridal party
 - Manage late guests
 - Assist ushers in seating guests
 - Organize bridal party and family members
 - Prepare bride's gown and train
 - Direct processional
 - Direct receiving line and farewell
 - Ensure marriage certificate is signed and kept safe
 - Assist bride and groom into mode of transportation

- Clean up and transfer flowers/decorations from ceremony site to reception site
 - Transfer bridal party's items to reception site
- * Attend and coordinate reception
 - Duties include, but are not limited to:
 - Placement of all transferred decorations
 - Assist with any needs and keep to timeline
 - Direct guests to their seats, assist with gift placement
 - Act as your representation for vendor communication
 - Introduce bridal party entrance, toasts, blessing, the serving of dinner, cake cutting, first dance, bouquet/garter toss and other special moments
 - Will cut and serve cake, if not provided by caterer
 - Clean up at end of reception and collect any possessions accidentally left behind
 - Ensure that all gifts have been packed up and will be transported to your preferred location
 - Ensure that you and your guests have appropriate transportation from the reception site
 - Ensure that you are taken to your preferred destination, such as the airport, for your honeymoon departure
- * Return all rental items, men's formalwear, etc. the day following the wedding
- * Conduct immediate thank you calls to all vendors (Monday following wedding)
- * Assist with gift list and sending thank you notes to all guests
- * Meet with you for a final wrap-up meeting