



In their own words

Praise from previous Clients...(to see all reviews please visit www.elegantevents-mi.com)

Becky (bride)

We recently held our outdoor wedding at a private residence in South Haven and enlisted Elegant Events to help with day-of coordination. However, I felt like that term does not do all the work that they did justice. From the get-go, they were flexible and accommodating to our unique needs. Elegant Events brought our wedding vision to life - better than I even imagined my wedding day would be.

I thought I was organized, but became so much more confident and calm during the planning process after working through our wedding day plan with Elegant Events. Nicole asked questions I hadn't even thought about and had great solutions. She came up with a flow for our ceremony to cocktail area and reception tent so that I could easily guide our rental vendor when they came with our delivery. Heading into the big day, I couldn't have felt more at ease being away at the salon knowing Elegant Events was back at the helm. I felt like I could focus on me and the emotion of the day, not the stress of making sure every detail was set. When I arrived at the venue, ready to dress, I saw that not only was every detail set the way I imagined, but it was perfect and better! Elegant Events created a wedding that several people said was the most beautiful they ever attended. (Literally, our parents received calls for several days after and we heard it there ourselves.) They dressed tables, set out the decor I purchased in creative ways, arranged flowers, guided vendors and most importantly, figured out resourceful ways to maximize our space (by using things from the ceremony later in the reception area, or other cool decor from the yard or home that could double for "beautifying" the tent, etc.). I recommend Elegant Events with my highest regards for yours. Their experience and creativity is unmatched.

Erin (bride)

We worked with Nicole from Elegant Events as our "day-of" planner and could not have been happier! I wish I could have hired her to do my entire wedding, but the day-of service by itself was fantastic. Thanks to her our day went flawlessly. The process was very easy, we met with her a couple of times before the wedding, and had some work to do ahead of time getting her certain info, like vendors names, services, etc., and she put together a timeline for the day with everything that needed to be done, so that we had nothing to do the day of except get married. She conducts herself with a high level of professionalism, and has a calm, capable attitude that I appreciated as a stressed-out bride. If something went wrong that day, I still don't know about it, since Nicole handled everything so beautifully, down to the last detail, including making sure my husband and I got a drink at the reception by personally taking our order!

Leanne (bride)

Nicole with Elegant Events planned my wedding at Twin Gables Inn in Saugatuck, MI. I worked with her for just over a year on the planning of the most important day of my life thus far. I was extremely detailed and wanted to be in control of every aspect of the day. However, as a Bride that's just not possible. I had to relinquish control to Nicole and I could not have been more pleased with the results. I had no idea that someone could put together my exact vision for an event while I was off getting primped and pampered for my walk down the aisle. She did an amazing job down to the smallest detail. All of my guests had a fabulous time and had no idea of any issue that may or may not have come up throughout the evening because everything was handled with care and professionalism. She was a pleasure to work with throughout our year of planning. She worked to keep things within my budget, offered me new and creative ideas, and left me speechless with the results.

Jen (bride)

We hired Elegant Events as the wedding planner for my wedding was an excellent decision. Since my wedding was in Grand Rapids but I resided in Kentucky, having someone as knowledgeable and helpful as Nicole was crucial. Nicole was both efficient and professional in helping review and secure vendors. In addition, she negotiated discounts with some vendors in order to help me stay within my wedding budget. Nicole was also organized and thorough in helping me navigate the wedding planning process and ensuring that everything was covered to make my wedding day memorable. My favorite aspect of using Elegant Events was how accessible Nicole was. She was always able to help answer my questions via phone or email, and was quick to respond. For a knowledgeable wedding planner that is professional and experienced, use Elegant Events.

Bethany (bride)

Nicole is very cool headed and very resourceful! She was very patient with me (and the moms) as we re-re-revised the details, and worked with us to make sure the event was within our budget while still being incredibly elegant. Our guests are still raving about the wedding, five months later.

Amway Corporation

We used Elegant Events for a very upscale event for our highest Achievers. One week before the event, we had to MOVE LOCATIONS! Nicole rolled with it. Nicole involved me in all decisions and the end result took my breath away. The tent looked spectacular with beautiful table linens. The flowers were amazing! And the food - beyond yummy! Our guests are used to the best and they were blown away. Nicole is very creative and I highly recommend her.



Silver Package Day of Coordination

For the couple who has already booked vendors and planned the wedding but someone to manage all the details so they can enjoy the day.

Leading up to your Wedding

- Phone Consultation 2 months prior to discuss the details of your wedding.
- Contact service providers for arrivals time and communicate venue's procedures for unloading, set up and tear down.
- One meeting (one month out) for site walk thru and planning meeting to review all last minute details and logistics of event – work thru the Last Minute Checklist so every last detail is clear and priorities are understood
- Review and proof BEO (Banquet Event Order) provided by catering manager.
- Confirm all vendor orders and quantities on rental items.
- Distribute client approved timeline to all vendors 1 week before wedding date
- Creation of a detailed timeline, flow plan and vendor production sheet for the event as well as coordinate last minute information gathering regarding meals, payments, and loading/strike times from vendors
- Conference call one week prior to review timeline & last minute details.
- Attend and direct wedding rehearsal - usually the day prior to the event, make announcements, distribute wedding party timelines, keep things moving and on time, 1.5 hours
- Unlimited email and phone correspondence 14 days prior to event to discuss details
- Advise on last minute decisions and answer etiquette questions
- Contact service providers for arrivals time and communicate venue's procedures for unloading, set up and tear down.

Your Wedding Day

- Coordinate logistics, timeline and details for the event on the day of the event as well as in the weeks leading up to the event
- **Approximately 12 hours on day of event** to facilitate wedding timeline, deliveries, vendor set up, implementation & strike
- At your ceremony we will make sure you are feeling calm and that the decorations are in place, guests are be attended to and you and your bridal party is on schedule.
- Direct Ushers with seating and program distribution, & direct guest after ceremony to reception location
- Once you walked down the aisle we will head over to the reception to assistance with favors, candles, deliveries...
- We will act as single point of contact, work side-by-side with all vendors and staff to ensure you and your guests receive the ultimate service.
- Management of reception, food & bar service, music, photography...(we will call all vendors in advance to introduce ourselves and let them know we are the main contact on your wedding day).
- Coordinate décor and design set-up with florist and other relevant parties and assist with labor and all details for décor the day of the event
- Work with Band/DJ to establish timing for Grand Entrance, First Dance, Cake Cutting, Bouquet and Garter Toss.
- We will handle last-minute details, troubleshooting and keeping the event on schedule.
- Keeping you & your bridal party on track with photos, cake cutting, dances...
- Handle final payments and gratuities to vendors.

Silver package starts at \$1750.00

Weddings over 150/225 guests and multiple locations (invoiced hourly for the 3rd/4th assistant). Pricing depending on the number of guests, location of ceremony and reception and number of months in advance services are secured. Any additional designing/set-up/clean-up will be invoiced at \$45.00 per hour. Travel fee for over 35 miles will be billed at .55 per mile. Accommodation charges (for night of the rehearsal) for events 65 over miles per trip (from Grand Rapids). Overtime hours will be invoiced at \$65.00 per hour.



We can customize any package to fit your needs, we also offer hourly services

Gold Package (vary based on client needs);

For the couple who has flexibility with their schedules and can plan parts of their wedding but wants Elegant Events to assist with design and décor, offer vendor referrals, provide unlimited professional advice and manage the details of the wedding day.

Leading up to your Wedding

- All services listed under the SILVER package
- One initial planning meeting to develop an event style, determine goals and priorities and to put a plan in place for moving forward with budget, planning and design objectives.
- Custom layout for ceremony, cocktail hour, and reception
- Custom planner to keep you organized and up to date.
- Streamline and make vendors introductions via email so clients can make appointments with vendors based on their availability- a limited number of meetings to attend vendor meetings of client's choice.
- Review vendor contracts and make recommendations
- A limited number of planning meetings.
- Phone and email correspondence throughout the planning process and professional advice and guidance.
- Facilitate choice of appropriate vendors including, but not limited to décor, catering, rentals, linens, entertainment, photography, video, lighting, hotel room blocks for out of town guests, invitations and stationery, favors, staffing needs, transportation, event insurance, and more based on style, availability, and price.
- Develop and present design and flow concepts inspired by the client that are appropriate to the time of day and chosen setting.
- Work with designated catering contact, floral designer, prop and rental companies, lighting technicians, etc. to carry concept through overall presence to each individual element of the event.
- Present unique ideas to compliment chosen design concept for invitations, favors, and all the other details going into the reception.
- Advisement on etiquette and troubleshooting any challenges that come up while planning
- Contact service providers for arrivals time and communicate venue's procedures for unloading, set up and tear down.

Gold Package starts at \$3800.00, additional charges for outdoor tented weddings

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Platinum Package

Platinum Package Full service planning For the couple who wants Elegant Events to take them through the entire wedding planning process, focus on design and décor, assemble their team of service providers, provide unlimited professional advice, and manage every detail of the wedding day.

Leading up to your Wedding

- **All service listed under the GOLD & SILVER package**
- We will guide you throughout the entire process of planning your wedding
- Initial Meeting- Detailed Meeting to discuss your Wedding Style and Budget Management
- Venue selection and negotiation for the perfect ceremony, reception venue, & necessary vendors
- Budget-conscious choices without “compromising quality and design” by utilizing our extensive resources and contacts, we are able to negotiate and get the best value.
- Create a detailed budget & wedding planner to keep you organized and up to date, updated monthly.
- Ongoing access to Elegant Events for professional advice and guidance with unlimited consultation via email and phone
- Assist with establishing a Color Combinations, Theme and Design Concepts
- Design custom layout for your ceremony, appetizer hour, & reception.
- Set up and attend meetings with 2-3 Florists and attend any follow up meetings
- Referred florists by Elegant Events provide a complimentary mock up table centerpiece
- Vendor selections and set up and attend meetings with service providers based on client’s needs: 1-2 meetings for each of the following categories (Photography, Videography, Custom Invitations, Lighting, Custom Wedding Cakes/Baker, Officiate)
- Place orders for any custom Rental items (Chairs, Linens, Draping, Lounge Furniture, Dance Floor, Specialized China, Glassware, Flatware, Trees, Props, etc.)
- Assist with selection of Band or Disc Jockey for reception, invitation and stationary, favors, gifts and welcome baskets.
- Provide referrals for Gown Boutiques (Custom and Retail) and Tuxedos, etc.
- Attend meeting with local stationer or Set up Meeting with Custom Invitations.
- Review proposals and terms of final contracts with attended referred service providers.
- Arrange Transportation, lodging, Hair and Make-up Artists as needed
- Attend Menu Selection/ Banquet Set up Meeting with catering manager and client.
- Review and proof BEO (Banquet Event Order) provided by catering manager.
- Communicate with musicians on ceremony song selections and cueing wedding party for processional.
- Attend sound check with Band musicians/ or DJ.
- Marriage License information
- Selecting Rehearsal Dinner Venue, Caterer and Bar Service, additional service may be added, we will create you a custom quote.

Platinum Package starts at \$7500.00, additional charges for outdoor tented weddings

Weddings over 150/225 guests and multiple locations (invoiced hourly for the 3rd/ 4th assistant). Pricing depending on the number of guests, location of ceremony and reception and number of months in advance services are secured. Any additional designing/set-up/clean-up will be invoiced at \$45.00 per hour. Travel fee for over 35 miles will be billed at .55 per mile. Accommodation charges (for night of the rehearsal) for events 65 over miles per trip (from Grand Rapids). Overtime hours will be invoiced at \$65.00 per hour.



Outdoor Tented Receptions + Ceremony

You have the perfect location in mind or you're thinking of using your private residence and you would like to create our own custom tented reception + outdoor ceremony. We specialize in outdoor events with 35+ (and counting) we have worked in many different settings and every event was stunning, unique and always executed flawlessly. Having an outdoor event is very memorable (these are not cookie cutter events), there is a lot to think and many detail to organize that's where we shine! We are here to assist you and make sure nothing is forgotten. We have a working relationship with many highly regarded vendors.

After discussing your needs we will create a **custom outdoor package** (*here are some suggestions*);

- Hiring/contracting all appropriate vendors for your event.
 - Rentals (tents, tables, chairs, place seating...)
 - Linens
 - Caterers/Bartenders
 - Bathrooms
- Day of Event
 - Set-up & Management of all (delivery, tent set-up, tear-down, directing all vendors...)
- Custom Layout
- Custom Décor & Linens
- Custom Lighting (inside and grounds)
- Parking/Valet services
- Client Guidance

Outdoor Events package (based on client's needs, custom proposal)
