

FULL PLANNING

Stress Less. Enjoy More.

MyWeddingMyStyle the name sums it up. Hiring us as your planners, guarantees that we will work to create a celebration that is a true reflection of your personalities. From selecting the venue to choosing the smallest details, we will guide you through the planning process to make your special night one of a kind. We are certified planners through the association of bridal consultants, with a bachelors in interior design.

Creative design and logistical planning under one roof. Vivid imagination meets fierce organization. From the moment we're hired, to the last guest's departure, we're dedicated to making this a fun planning process for you and to create a beautiful event that's authentically *you*.

Includes full-scale design, vendor dream team recruitment.

Full Planning starts at \$3,500

Planning, Design and Coordination Services:

- Detailed initial meeting (2 hours) to discuss your style, vision and budget management
- Ongoing access to planner for professional advice and guidance with consultation via email and phone during regular business hours (9-5)
- Tools to help you track tasks, budget, guest list, and more
- Assistance in establishing design concepts
- Assistance with selecting venue(We will attend the final three venue selections, if there are various venues we suggest our clients to view the venues themselves)

- Set up and attend meetings with vendors(We attend one meeting with all vendors face to face all other meetings are through email and telephonic, unless our clients request for various meetings. Various meetings are two hour meetings max and are \$150 per meeting)
- Vendor recommendations based on your budget and style Referrals are solely based on professionals' reputation, our own research and experience and the experiences of clients and other professionals.
- Place orders for any rental items
- Assist with selection and design of all stationery, including save-the-dates, invitations, programs, menu cards and escort cards
- Review proposals and terms of final contracts with preferred service professionals
- Attend Menu Selection, banquet set-up meetings and tastings with catering manager and client
- Review and proof (Banquet Event Order)
- Confirm all vendor orders and quantities on rental items
 - Schedule and manage transportation services as needed
 - Creation and distribution of timeline to all vendors one week before the date and review unloading, set-up and breakdown procedures
 - Two-hour detail finalization and venue walk-through meeting 30 days before the event to review the schedule and finalize all arrangements
 - Communicate with musicians on song selections and dance routine
 - Coordinate with banquet staff regarding set ups and compliance of floor plans
 - Supervise the setup of the location
 - Floral distribution of
 - Direct guest seating and program distribution
 - Assist with set up
 - Event Timeline
 - Onsite coordination and management of entire day

- Handle final payments and gratuities to vendors
- Collect any personal items at the end of the event
- Handle any last minute changes, additions or problems

Please read additional services below. These Items are not included in full planning and they will acquire an extra fee.

(Additional fees may apply for events outside Broward, Palm Beach, Miami-Dade Counties, events at home or at venues that require extensive set-up.

Additional Enhancements:

Design and Creation of Favors

Provide suggestions, gather contents and create favors. Cost of materials will be billed separately.

Guest List Tracking

Monitor responses to your invitations including meal choices, and call non-respondents to assure a proper guest count. You will have access to a shared spreadsheet so that you have up-to-date access to responses.

Rehearsal Coordination

Recommend locations for the rehearsal, assist with securing event professionals as needed, and oversee the event.

Additional Set/Strike Labor

Including, but not limited to, setting tables, linens, placing chair covers and sashes, setting up ceremony chairs, etc.