



WEDDINGS

BY EMM



WEDDING COORDINATION + PLANNING
PACKAGES + PRICING GUIDE

ABOUT EMILY + MEGAN



Megan was born and raised in Knoxville where she has a variety of professional experiences that have led her to the wedding planning industry. Her heart and passion is building and enhancing relationships and helping others reach their full potential. Megan lives in a beautiful area of Knoxville and would love to tell you about her precious niece and nephew and her newest craft creations!

Emily is a Knoxville native whose professional experience includes non-profit administration and event planning. From initial organization to final implementation, she loves all aspects of wedding planning. Emily has been married to her husband, Britt, for ten years, and together they have two young boys and two middle-aged pugs.



About us as a team - we met working together at a local non-profit in Knoxville, TN. Together we have planned multiple baby showers and fundraising events, which has led us both to wedding planning and coordinating for our close friends and family. When you book Weddings by Emm, you book us a team. While one of us is ensuring your vendors have arrived and your tables are being set, the other is making sure you and your bridal party have everything you need from safety pins to hairspray to snacks. Our teamwork makes your dream work! We are so excited to get to know YOU and talk about your big day!





THE LILAC

———— \$800

A package designed for the couple who has planned their wedding and needs a professional to execute the final details.

This package includes:

Up to 3 consultations prior to your wedding day, the final one being a site visit at your venue.

Vendor recommendations, if needed.

Rehearsal, ceremony, and reception coordination.

Personal bridal assistant.

Vendor oversight and production.

Set-up and clean up of decorations.*

Personalized wedding day timeline.

Unlimited email/text communication.

Access to the WBE decor inventory.

*Not including chairs and tables.



weddingsbyemm.com

"Emily and Megan are an incredible team! From the first day we met Emily and Megan we were impressed with their investment in making our wedding day perfect, their fun and authentic personalities and their professionalism and skill to get the job done! These ladies were with us every step of the way executing a COVID friendly wedding that had lots of modifications. The day of the wedding there was no worry if vendors were going to deliver on time, if things would be set up or if everyone would know what to do because Emily and Megan were in charge! It was a perfectly relaxed and fun day and they were a HUGE part of making that happen! This duo is your key to a smooth execution of your wedding day... and you may just befriend them along the way!" - Lindsay, 2020 WBE Bride



THE ORCHID

———— \$800+

An a la carte package you can design to suit your unique wedding needs. This package begins at \$800 with everything included in The Lilac Package.

To design your package, choose selections from our a la carte menu:

\$50/each

- Budget planning assistance
- Additional consultations (after 3)
- Wedding gift delivery post reception
- Transportation coordination

\$100/each

- Tuxedo/other rental pick-up and return
- Vendor research and booking assistance
- Hotel accommodations/room block assistance
- Guest favors coordination (not including cost of favors)
- Representation at vendor meetings (not including final site visit)

\$200/each

- Rehearsal dinner coordination
- Guest goody bag coordination/delivery (not including cost of items)
- Addressing, mailing invitations
- RSVP list coordination

Custom Pricing

- Hand crafted signage
- Wedding theme/decor design



THE ROSE

———— \$2,000

An all inclusive package designed to meet your every need while planning your perfect wedding.

This package includes everything in The Lilac Package and every item included in our a la carte menu. You also receive 1 consult/month with the WBE team from the time of booking should you want it.

If you are considering the majority of items from The Orchid package, keep in mind that The Rose package will save you 20% of the total cost of every a la carte item + the cost of the Lilac package.

Some services from all our a la carte menu may be substituted for more customizable services if needed.

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"For starters I just want to talk about how sweet, patient, and organized Megan and Emily were. I have a very hectic and busy life so there were many unintentionally unanswered emails. They were always so very understanding in my delay and that meant more to me than I truly think they will ever know. They are also a large reason why my day was so great. Without them I honestly do not know how I could have managed everything. Anything I asked they had an answer or advice for. I originally was trying to plan my wedding myself (10/10 do not recommend) and finally enough was enough. I googled "wedding coordinators in Knoxville" and Weddings by Emm immediately popped up. I read their bio and instantly knew they were the perfect ladies for the job. They exceeded my expectations. After the wedding was said and done telling them goodbye was one of the hardest parts of the evening. Every meeting and conversation had with them felt like I was talking to a friend. So do yourself and your stress level a favor and hire them. I promise you will not regret it." - Heather, 2020 WBE Bride

YES, WE TRAVEL!



We love to travel and we are more than willing to work with you if your wedding is not in the greater Knoxville, TN area where we are based. Below are our travel expense requirements.

Travel expenses will be included on your initial invoice with WBE. Mileage rate is subject to change according to the IRS, however if you sign a contract with WBE prior to any mileage rate changes, WBE will honor the rate on the date of your signed contract.

Mileage - If your wedding is more than 30 miles from where we are based, WBE will invoice you for mileage reimbursement according to the rate set by the IRS. In 2021, the IRS mileage rate is 56 cents per mile.



Accommodations + Meals: If your wedding is more than 1 hour's drive from where we are based, WBE will include coverage for accommodations + meals on your initial invoice. If WBE deems it unnecessary to stay the night, we will reimburse you for this cost.

Meal expenses will be no more than \$100 + accommodation expenses will be no more than \$150.



OUR BOOKING PROCESS



You've reached out to us and now you're reading our pricing guide! So what's next? From here if you are interested in talking further we are happy to schedule a complimentary phone call or in-person meeting. We do love coffee!

If you are ready to move forward, we'll send you a proposal including details for the package you are interested in, travel fees (if applicable), our client-vendor contract, and expected payments. Please note - a \$100 incidental fee is included on all proposals/invoices. This fee covers any purchases that may need to be made on your wedding day, such as waters, socks, or pens (all real examples!). If we do not make any purchases for you on your wedding day, we will reimburse you this fee.



Let's do it! You've received your proposal and you've decided to book Weddings by Emm. First, thank you for reaching out to us and considering us to coordinate one of the most important days of your life! We are honored to play a part in such a momentous occasion. In order to reserve your date on our calendar, just sign the contract in the proposal we sent you, and pay your 25% retainer. From there we will block your date on our calendar and we will be in touch about our first official meeting with you. Again, thank you for choosing Weddings by Emm!

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EMILY RATLIFF | MEGAN MATTHEWS
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