



# Moments to Remember



## Services

### *Event Management - Starting at \$1,500*

This service is designed for the couple who have completed all of their wedding plans, and you just need a professional to facilitate the day and ensure that everything runs smoothly. On your special day, I will be the direct line of communication for everyone, including your vendors, to ensure the day is conducted according to your plans. This package includes a check-in with vendors/contacts one month before your wedding and a day-of service. I will also meet with the couple a month before to make sure they are all set with their vendors and timeline.



### *Event Management with Finishing Touches- Starting at \$3,000*

This is for the couple that has a strong vision but need a little help in making that vision come to life. I will help you connect the dots by giving you advice and guidance (when needed) on everything from the decor, layout, vendors, and more. I will be the direct line of communication for everyone, including vendors throughout the planning process to ensure the day is exactly what you dreamed of. This package includes venue walkthroughs, multiple check-ins with myself and vendors, and my vast knowledge in event planning and etiquette.

### *Full Wedding Planning- Starting at \$5,000*

This package comes with all the bells and whistles. I will help guide you through all the planning. I will sit down with the couple to discuss their likes and dislikes of weddings and come up with a wedding design that fits both the bride and groom's personality and wishes. I will source and negotiate contracts on your behalf with potential vendors and manage the vendors 100% of the way. Let me worry about collecting the RSVPs and all the other fine details to make your day everything you dreamed of.





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## *Important Additional Information*

Full Planning and Event Management with Finishing Touches packages include access to Moments to Remember's décor.

- Seating charts
- Lanterns
- Lights
- Card boxes
- Umbrellas
- Easels
- And much more!

Event Management Package can add decor for an additional \$500.



## *Travel Fee*

Any travel that is over one hour away from New Boston, NH or ending after 10PM will acquire a travel fee. This fee will be included in the contract and can vary depending on gas prices and cost of rooms.







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### *Prior to Wedding Moments to Remember will take care of:*

- Setting up and attending an Initial Planning Meeting with you
  - 6 Month Prior to the wedding or when the contract is signed
- Setting up and attending Check-in meeting with you to double-check final details
  - 6 weeks before the wedding
- Venue Walkthrough to talk through your vision
- Assistance with the creation of the timeline
- Organizing vendors 1 month away from the wedding to confirm arrival time and day of expectations
- Attendance at rehearsal (1 hour)

### *On the day of your wedding Moments to Remember will be responsible for:*

- Setting up décor to your specifications
  - Personal items, Guestbook, Place cards, Menu Cards, Candles, Etc.
- Overseeing the setup of ceremony and reception area
  - Chairs, Tables, Linens, Centerpieces, Florist items
- Supervision of all vendor deliveries
- All vendor and event troubleshooting
- Wedding day emergency kit
- Management of the wedding party and their needs
- Management of Users and Guestbook Attendants
- Distribution of final payments and tips
- Packing up gifts and personal items into the designated vehicle
- Ensure guests are where they are supposed to be
- Ensuring timeline is executed effectively and in a timely manner





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### *Prior to Wedding Moments to Remember will take care of:*

- Setting up and attending an Initial Planning Meeting with you
- Setting up and attending Monthly/Bi-Monthly Check-ins
- Setting up and attending Check-in meeting with you to double-check final details
  - 6 weeks before the wedding
- Venue Walkthrough to talk through your vision
- Advice on wedding traditions, etiquette, and protocol
- Assistance with the creation of the timeline
- Organizing vendors 1 month away from the wedding to confirm arrival time and day of expectations
- Assistance with budget management
- Advice and guidance with choosing décor that shows off both of your personalities
- Advice and guidance with choosing favors and guestbook that are unique to you
- Advice and guidance with guest invitation protocol
- Advice and guidance with choosing vendors that will match your budget and give you the best experience
- Advice and guidance with floral design that flows with your color scheme and feel of your wedding
- Advice and guidance with catering/menu planning
- Advice and guidance with bar service
- Advice and guidance with choosing wedding stationery that matches the feel of your wedding
- Advice and guidance with making personal touches to make the wedding feel unique to you
- Organizing hotel accommodations and room blocks
- Organize transportation to take you to the venue and back to the hotel at end of the night
- Attendance at rehearsal (2 hours)

### *On the day of your wedding Moments to Remember will be responsible for:*

- Setting up décor to your specifications
  - Personal items, Guestbook, Place cards, Menu Cards, Candles, Etc.
- Overseeing the setup of ceremony and reception area
  - Chairs, Tables, Linens, Centerpieces, Florist items
- Supervision of all vendor deliveries
- All vendor and event troubleshooting
- Wedding day emergency kit
- Management of the wedding party and their needs
- Management of Users and Guestbook Attendants
- Distribution of final payments and tips
- Packing up gifts and personal items into the designated vehicle
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### *Prior to Wedding Moments to Remember will take care of:*

- Setting up and attending an Initial Planning Meeting with you
- Setting up and attending Monthly/Bi-Monthly Check-ins
- Setting up and attending Check-in meeting with you to double-check final details
  - 6 weeks before the wedding
- Venue walkthrough to talk through your vision
- Advice on wedding traditions, etiquette, and protocol
- Assistance with the creation of the timeline
- Organizing vendors 1 month away from the wedding to confirm arrival time and day of expectations
- Creation and distribution of Banquet Event Order
- Full budget management
- Advice, guidance, and sourcing of décor that shows off both of your personalities
- Advice and guidance with choosing favors and guestbook that are unique to you
- Advice and guidance with guest invitation protocol
- Sourcing and negotiating the contract with vendors that will match your budget and give you the best experience
- Advice and guidance with the floral design that flows with your color scheme and feel of your wedding
- Advice and guidance with catering/menu planning
- Advice and guidance with bar service
- Advice and guidance with choosing wedding stationery that matches the feel of your wedding
- Assembling and shipping of saving the dates and Invitation
- Assistance with collecting and documenting RSVPs
- Complete guest list management
- Advice and guidance with making personal touches to make the wedding feel unique to you
- Organizing hotel accommodations and room blocks
- Organize transportation to take you to the venue and back to the hotel at end of the night
- Attendance at rehearsal (2 hours)

### *On the day of your wedding Moments to Remember will be responsible for:*

- Setting up décor to your specifications
  - Personal items, Guestbook, Place cards, Menu Cards, Candles, Etc.
- Overseeing set up of ceremony and reception area
  - Chairs, Tables, Linens, Centerpieces, Florist items
- Supervision of all vendor deliveries
- All vendor and event troubleshooting
- Assist with ensuring photography shot list is completed in a timely manner
- Wedding day emergency kit
- Management of the wedding party and their needs
- Management of Users and Guestbook Attendants
- Distribution of final payments and tips
- Ensure guests are where they are supposed to be
- Packing up gifts and personal items into the designated vehicle
- Ensuring timeline is executed effectively and in a timely manner



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