



EVENTS BY JESS

WEDDING PLANNING | EVENT DESIGN | COORDINATION



Wedding Coordinator

Events by Jess is a wedding planning, event design and coordination company based in Minneapolis + Saint Paul, MN. I am here to create unforgettable moments for couples in which they can remember forever. My goal is to turn your dream into a reality.

www.eventsbyjessmn.com | hello@eventsbyjessmn.com

Wedding Coordination

- ❖ Complimentary Consultation
- ❖ Choice of 8, 10, or 12 hours of service on your wedding day
- ❖ One Planning Meeting 2 months before wedding to review details, vendors, timeline, and decor.
- ❖ One Planning Meeting 2 weeks before the wedding to finalize details
- ❖ Manage wedding vendors per your instructions and will connect with all vendors 2 weeks before the wedding.
- ❖ will be available by telephone during the entire wedding day to assist vendors with questions.
- ❖ Will set up décor, table numbers, place cards, favors, toasting glasses and serving set per your instructions.
- ❖ Organize and distribute all personal flowers to wedding party & family members and will help pin boutonnieres.
- ❖ Manage wedding party
- ❖ Facilitate the wedding ceremony on the day of the wedding and will cue processional and music
- ❖ Will coordinate entertainment and announcements during reception
- ❖ Work with Caterer and Venue to confirm food timing and logistics
- ❖ Coordination of the Grand March, Welcome, Toasts/Speeches, first dances, cake cutting, bouquet/garter toss, etc.
- ❖ Distribution of gratuities to vendors