



# MADISON ELYSE

## EVENTS







## WHAT WE BELIEVE

We believe that each event is a serious undertaking and treats it as if it were our own. Our team understands that each event is unique where your personality and ideas are captured. Client satisfaction is at the core of our mission to deliver excellence.

M.E. Events is committed to providing the professional guidance to ensure that your wedding or event surpasses the boundary of imagination.



"Our weddings are planned to perfection with a high degree of indulgent possibilities"

The most incredible part of our work is making a deep connection with you. Your imagination coupled with our creativity allows us to curate the most personal and memorable celebration in your honor. Getting to know what you love, what inspires you and what's most important to you about the elements of your day, will bring forward the event of a lifetime!

If your goal is to provide an experience for you guests that leave's them awe stricken. The one and only answer to that will be to hire the Madison Elyse Events team.







MAKE MEMORIES ANYWHERE IN THE WORLD





YOUR VISION BROUGHT TO THE FOREFRONT



## WEDDING PLANNING

Relax while we handle the details. With 10 years of experience in the industry, we know what it takes to deliver perfection. We take you through a step-by-step planning process – a process that will allow you to inhale and exhale without lifting a finger. Budget development and analysis, creating essential timelines, venue selection, floor plan along with unique design concepts and negotiating contracts are just a few of the key details that we take care of so you can remain stress-free.

Our goal is to exceed your expectations and provide an experience that you and your guests will rave about. We pay attention to the details – floral designs, table décor placement, invitation selection, perfectly prepared meals and cocktail/bar selection. We give you the peace of mind needed to trust that we are doing all that it takes to fulfill your requests.







NO DETAIL LEFT UNTOUCHED





CELEBRATING CULTURE THROUGH TASTEFUL EVENT PLANNING





## PRODUCTION MANAGEMENT + EXECUTION

The big day is here! This is where all of our pre-work unfolds into a beautiful event. Design concepts, color palette and floral selections, vendor team and production team comes to life! The whole day is about you and your guests! We make sure there is no detail left unnoticed. All of the planning, the renderings with multiple revisions and the final selections comes down to this moment and exceptional execution is our priority.



# FULL SERVICE WEDDING PLANNING

**This full service wedding package offers "White Glove" service for couples. Sit back, relax and let us handle every detail of your planning! The investment cost for full service wedding planning starts at \$8,500. This includes:**

## **Pre-Wedding Services -**

- Discovery Consultation
- Budget development and analysis
- Creation of theme, colors, design, and decor
- Schedule, coordinate, and attend vendor appointments as needed
- Assistance with selecting and booking all vendors
- Floor plan and layout
- Contract management
- RSVP Management
- Development of wedding day timeline
- Menu and bar planning
- Vendor payment schedule
- Wedding checklist
- Assistance with hotel accommodations for out of town guests
- Confirm details and arrival/departure time of all vendors
- Distribute the final timeline and itinerary to all vendors
- Attendance and Assistance at ceremony rehearsal

## **Wedding Day Services -**

- Full Wedding Day Coverage (Up to 12 hours)
- On-site supervision of ceremony and reception site setup (Madison Elyse Events team)
- Ensure all items necessary for your event are in place (toasting glasses, guest book, etc.)
- Cue services for ceremony (musician, bridal party)
- Cue services for reception (entrances, dances, toasts)
- Distribute final payments to all vendors
- Act as liaison between couple and wedding day vendors
- Gather all keepsakes at the end of the night
- Wedding day emergency kit



# PARTIAL PLANNING PACKAGE

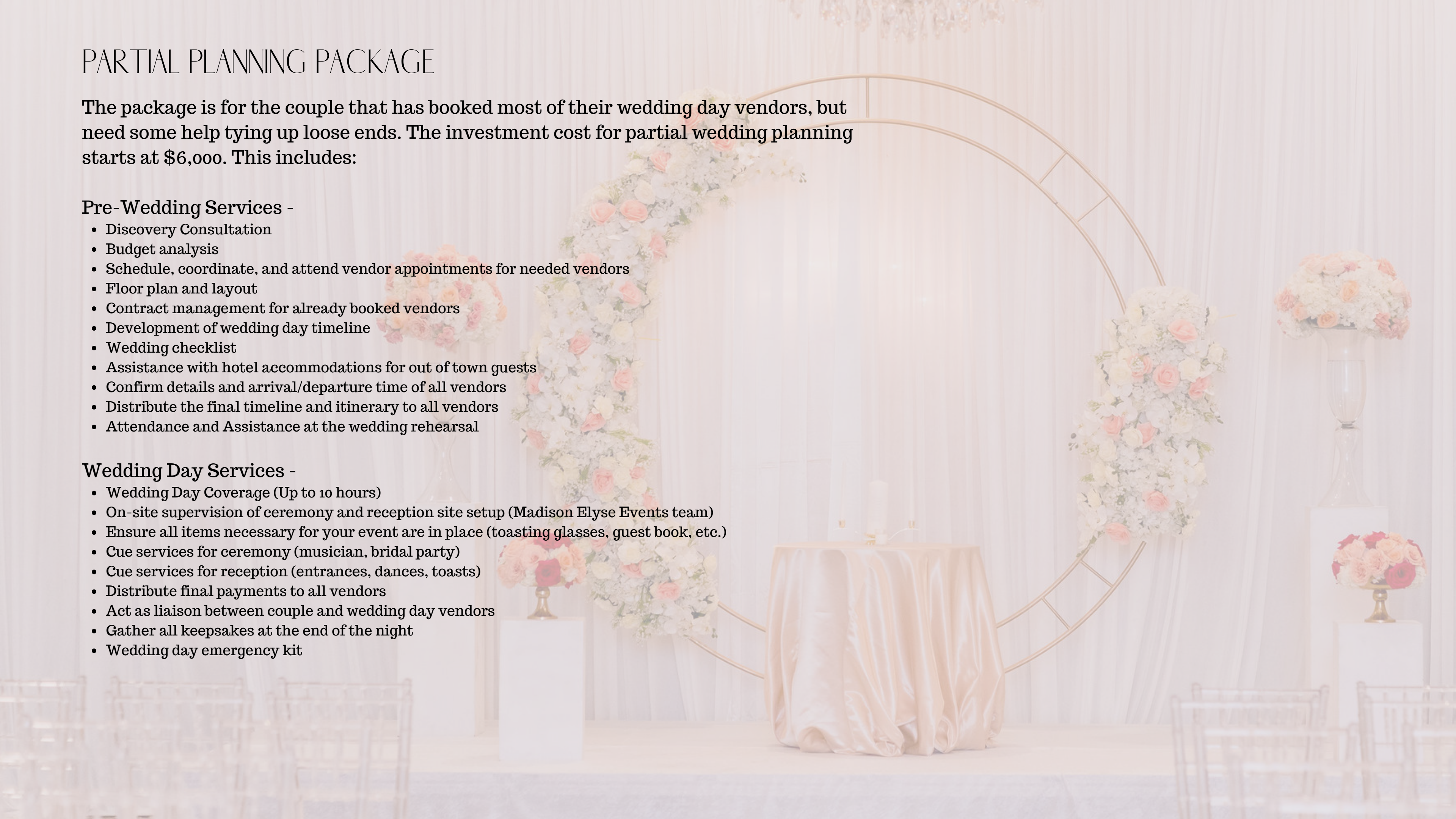
The package is for the couple that has booked most of their wedding day vendors, but need some help tying up loose ends. The investment cost for partial wedding planning starts at \$6,000. This includes:

## Pre-Wedding Services -

- Discovery Consultation
- Budget analysis
- Schedule, coordinate, and attend vendor appointments for needed vendors
- Floor plan and layout
- Contract management for already booked vendors
- Development of wedding day timeline
- Wedding checklist
- Assistance with hotel accommodations for out of town guests
- Confirm details and arrival/departure time of all vendors
- Distribute the final timeline and itinerary to all vendors
- Attendance and Assistance at the wedding rehearsal

## Wedding Day Services -

- Wedding Day Coverage (Up to 10 hours)
- On-site supervision of ceremony and reception site setup (Madison Elyse Events team)
- Ensure all items necessary for your event are in place (toasting glasses, guest book, etc.)
- Cue services for ceremony (musician, bridal party)
- Cue services for reception (entrances, dances, toasts)
- Distribute final payments to all vendors
- Act as liaison between couple and wedding day vendors
- Gather all keepsakes at the end of the night
- Wedding day emergency kit





# WEDDING MANAGEMENT

Wedding management is for couples that have planned their entire wedding and is looking for an expert team to carry out their wedding plan for that special day! We begin wedding management 4 months in advance of your wedding to ensure your plans for your day are executed to perfection! The investment cost for wedding management starts at \$4,500. This includes:

## Pre-Wedding Services -

- Discovery Consultation
- Venue(s) Site Tour
- Floor plan and layout
- Contract management for already booked vendors
- Wedding day timeline (created in collaboration with client)
- Confirm details and arrival/departure time of all vendors
- Distribute the final timeline and itinerary to all vendors
- Attendance and Assistance at the wedding rehearsal

## Wedding Day Services -

- Wedding Day Coverage (Up to 8 hours)
- On-site supervision of ceremony and reception site setup (Madison Elyse Events team)
- Ensure all items necessary for your event are in place (toasting glasses, guest book, etc.)
- Cue services for ceremony (musician, bridal party)
- Cue services for reception (entrances, dances, toasts)
- Act as liaison between couple and wedding day vendors
- Wedding day emergency kit



# THANK YOU FOR CONSIDERING MADISON ELYSE EVENTS!

Qiana E. Turner, Owner & Chief Event Planner  
Madison Elyse Events

Website: [www.madisonelyseevents.com](http://www.madisonelyseevents.com)

Phone: 630-946-7067

email: [qiana@madisonelyseevents.com](mailto:qiana@madisonelyseevents.com)

## NOTABLE CLIENTS



**TheJoyceFoundation**

## PUBLICATIONS



*Maharani*  
WEDDINGS

MODERN LUXURY  
**WEDDINGS**  
CHICAGO

