

day of coordination

MONTH OF:

- UNLIMITED PHONE + EMAIL COMMUNICATION
- INITIAL CONSULTATION MEETING
- CUSTOM TIMELINE CREATION

WEEK OF:

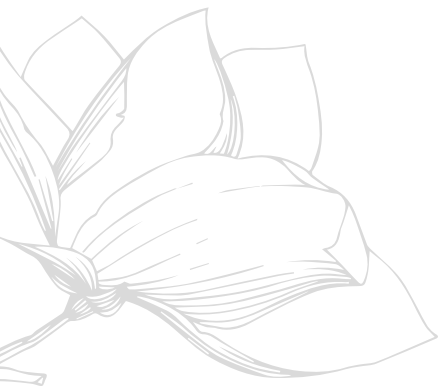
- FINAL DETAILS MEETING
- FINAL TIMELINE SENT TO VENDORS

DAY OF:

- 10 HOUR PACKAGE: COORDINATION OF ALL THINGS WEDDING!
- LEAD PLANNER (+ ASSISTANT FOR WEDDINGS OF 150+ PEOPLE)
- ACCESS TO MY EMERGENCY KIT
- TIMELINE MANAGEMENT
- SET UP OF WEDDING DECOR
- POINT OF CONTACT FOR VENDORS + DISTRIBUTION OF GRATUITY
- PREPARATION OF BRIDAL PARTY + OFFICIANT
- CUEING MUSIC + BRIDAL PARTY FOR CEREMONY
- MOVEMENT OF GUESTS BETWEEN SPACES + MANAGEMENT OF SPACE FLIP
- RE-UTILIZING CEREMONY DECOR FOR RECEPTION SPACE
- PROMPT COORDINATION OF COCKTAIL HOUR, DINNER, SPEECHES, FIRST DANCES + EVERYTHING IN BETWEEN!
- MOVING GIFTS + CARDS TO A SECURE VEHICLE/SPACE

STARTING AT \$1,800

ADDITIONAL HOURS OF COORDINATION +\$100/HR



MagnoliaTree
weddings

partial planning + coordination

FROM TIME OF BOOKING:

- UNLIMITED PHONE + EMAIL COMMUNICATION
- ONLINE PLANNING RESOURCES (BUDGET, TIMELINE, CHECKLIST, CONTACTS, ETC.)
- ASSISTANCE FINDING UP TO 3 VENDORS + CONTACTING
- TWO IN PERSON PLANNING MEETINGS TO ASSIST YOU IN TYING UP LOOSE ENDS & BRING YOUR VISION TO LIFE!
- ONE IN PERSON VISIT TO CEREMONY + RECEPTION SPACE TO GO OVER SET UP / ASSIST WITH SITE DESIGN

MONTH OF:

- DAY OF COORDINATION DETAILS MEETING
- CUSTOM TIMELINE CREATION

WEEK OF:

- FINAL DETAILS + COORDINATION MEETING
- FINAL TIMELINE SENT TO VENDORS

DAY OF:

- 10 HOUR PACKAGE, COORDINATION OF ALL THINGS WEDDING!
- LEAD PLANNER + ASSISTANT
- ACCESS TO MY EMERGENCY KIT
- TIMELINE MANAGEMENT
- SET UP OF WEDDING DECOR
- GREETING OF VENDORS + DISTRIBUTION OF GRATUITY
- PREPARATION OF BRIDAL PARTY + OFFICIANT
- CUEING MUSIC + BRIDAL PARTY FOR CEREMONY
- MOVEMENT OF GUESTS BETWEEN SPACES + MANAGEMENT OF SPACE FLIP (IF NEEDED)
- RE-UTILIZING CEREMONY DECOR FOR RECEPTION SPACE
- PROMPT COORDINATION OF COCKTAIL HOUR, DINNER, SPEECHES, FIRST DANCES + EVERYTHING IN BETWEEN!
- MOVING GIFTS + CARDS TO A SECURE VEHICLE/SPACE

STARTING AT \$3,500

ADDITIONAL HOURS OF COORDINATION +100/HR

ADDITIONAL HOURS OF PLANNING +\$150/HR



MagnoliaTree
weddings



full event management

FROM THE TIME OF BOOKING:

- UNLIMITED PHONE + EMAIL COMMUNICATION
- DEVELOPMENT OF EVENT BRANDING + INSPIRATION
- ONLINE PLANNING MANAGEMENT (BUDGET, TIMELINE, CHECKLIST, FLOOR PLAN, CONTACTS, ETC.)
- MONTHLY TO-DO EMAILS & CHECK INS
- VENDOR RELATIONS (FINDING, BOOKING + FINAL MEETINGS)
- THREE DETAILED IN PERSON PLANNING MEETINGS
- ONSITE WALK THROUGHS
- BRING YOUR VISION TO LIFE + SO MUCH MORE!

MONTH OF:

- DAY OF COORDINATION DETAILS MEETING
- CUSTOM TIMELINE CREATION

WEEK OF:

- FINAL DETAILS MEETING
- FINAL COMMUNICATION + TIMELINE SENT TO VENDORS
- CONDUCT REHEARSAL (WITHIN 25 MILES OF CITIES)

DAY OF:

- 12 HOUR PACKAGE: COORDINATION OF ALL THINGS WEDDING!
- LEAD PLANNER + ASSISTANT
- ACCESS TO MY EMERGENCY KIT
- TIMELINE MANAGEMENT
- SET UP OF WEDDING DECOR
- GREETING OF VENDORS + DISTRIBUTION OF GRATUITY
- PREPARATION OF BRIDAL PARTY + OFFICIANT
- CUEING MUSIC + BRIDAL PARTY FOR CEREMONY
- MOVEMENT OF GUESTS BETWEEN SPACES + MANAGEMENT OF SPACE FLIP
- RE-UTILIZING CEREMONY DECOR FOR RECEPTION SPACE
- PROMPT COORDINATION OF COCKTAIL HOUR, DINNER, SPEECHES, FIRST DANCES + EVERYTHING IN BETWEEN!
- MOVING GIFTS + CARDS TO A SECURE VEHICLE/SPACE
- TEAR DOWN OF WEDDING DECOR

STARTING AT \$8,500

ADDITIONAL HOURS OF COORDINATION +100/HR

ADDITIONAL HOURS OF PLANNING +\$150/HR



MagnoliaTree
weddings

