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# WEDDING PLANNING+ DESIGN

DELIVERING ON YOUR VISION

E V E N T S   B Y   M O M O  
W E L C O M E

Congratulations on your engagement! We are thrilled that you are considering working with Events by Momo to plan your wedding. We are your wedding design and management company. We appreciate your interest in our services, and look forward to working with you! Our goal is to make sure your wedding and related events are a seamless, memorable experience for you and your guests.

We handle all of the details to help take the stress off of your hands. Your wedding is a very important day and we want you to be able to enjoy it to the fullest and create lifelong memories. Let's get started!

E V E N T S   B Y   M O M O

# WEDDING & RELATED EVENTS

There are so many fun events related to a wedding, let's take a look at some popular celebrations:

## PRE WEDDING

- Engagement party
- Bridal/couples shower
- Bachelor(ette) party
- Bridesmaid luncheon
- Welcome party
- Rehearsal dinner

## WEDDING DAY

- Wedding ceremony
- Wedding reception
- After party

## POST WEDDING

- Day after brunch
- Honeymoon

# WEDDING PLANNING PACKAGES

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## PRE AND POST WEDDING | CELEBRATIONS | STARTING AT \$500

- Assist couple with planning party
  - Location, style, guest count
  - Menu and beverages
  - Timeline
  - Invitations
  - Décor
- Coordinate with vendors
- Execute event plans and ensure seamless operations
- One in-person meeting prior to party to initiate planning, available to client during reasonable hours via phone calls, text, emails, present day-of to oversee party set up

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## DAY OF COORDINATOR | STARTING AT \$1500 | WEEK OF INVOLVEMENT

- Review documents and contracts provided by the couple
  - Final timeline
  - Floor plan and logistics
  - Vendor contracts (catering, bar, bakery, floral, furniture, decor, A/V, staff, DJ/band, photographer, videographer, + more)
  - Seating arrangement
- Provide suggestions as deemed necessary and highlight any potential risks on the reviewed documents
- Call and confirm contract details with each vendor week prior
- Execute timeline, floor plan and logistics day of wedding
- Direct guests and ensure timeliness
- Ensure compliance with venue rules
- Ensure all vendor commitments have been met
- Ensure all payments are made in a timely manner
- One in-person meeting prior to wedding for document handoff and review, available to client during reasonable hours via phone calls, text, emails, present day-of starting at 10am until completion

## PARTIAL WEDDING PLANNER | STARTING AT \$3000 | 4 WEEK INVOLVEMENT

- Review current wedding planning status
- Review vendors and contracts provided by the couple
  - Catering, bar, bakery, floral, furniture, decor, A/V, staff, DJ/band, photographer, videographer
- Manage existing vendors, contracts and payment timelines
- Provide suggestions as deemed necessary and highlight any potential risks on the reviewed documents
- Assist to create the following:
  - Timeline
  - Floor plan and logistics flow
  - Seating chart
- Call and confirm contract details with each vendor week prior
- Execute timeline, floor plan and logistics day of wedding
- Direct guests and ensure timeliness
- Ensure all vendor commitments have been met
- Ensure all payments are made in a timely manner
- Two in-person meetings prior to wedding for document handoff and review, available to client during reasonable hours via phone calls, text, emails, present day-of starting at 10am until completion

## FULL SERVICE WEDDING PLANNER | STARTING AT \$6500 | FULL 6-12 MONTHS

- Consult with couple to understand their wedding vision
  - Develop style and design concept
- Create a budget plan and priorities
- Create a planning timeline that fits the couple's schedule and adjust accordingly
- Source, negotiate and manage all vendors
  - Venue
  - Food and beverage
  - Décor
  - Furniture
  - Floral
  - Photographer
  - Videographer
  - Entertainment
  - Hotels
  - Transportation
  - Invitations and printed materials
  - Additional vendors as needed
- Work with couple closely to establish:
  - Day of timeline
  - Floor plan and layout
- Execute timeline, floor plan and logistics day of wedding
- Direct guests and ensure timeliness
- Ensure all vendor commitments have been met
- Ensure all payments are made in a timely manner
- Two in-person meetings per month to stay on track with planning timeline, available to client during reasonable hours via phone calls, text, emails, present day-of starting at 10am until completion