

MEG HENSON

— EVENT COORDINATOR —

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meghensonevents.com

MONTH-OF COORDINATION PACKAGE
CEREMONY AND RECEPTION
\$3200

PREPARATION:

- Available for two face-to-face meetings if desired and unlimited email correspondence (additional face to face meetings available at an hourly rate)
- Recommend Vendors based on overall budget, style and aesthetics of events
- Finalize Vendor Confirmations at least two weeks prior to the wedding
- Develop Rehearsal and Wedding Day Itinerary based on bride and groom's vision
- Coordinate and Compile a timeline of vendor arrival and pick up times
- Create Event Timeline and distribute to applicable vendors

REHEARSAL:

- Review Wedding Day Itinerary with key players at the Rehearsal
- Organize Wedding Rehearsal
- Coordinate timing and cues with musicians and bridal party members
- Determine placement for each member of the bridal party in queue
- Organize and facilitate run through of recessional and processional
- Determine gathering location for photos following the recessional

CEREMONY AND RECEPTION:

- Arrive prior to vendors to greet and direct as necessary
- Manage placement of seating cards, escort cards, favors, and other accessory tables
- Additional Decor Setup Services are available; Additional decor fees are assessed on a case-by-case basis
- Direct vendor and decor setup of tables, chairs, linens, flowers, decor, etc at Ceremony and Reception sites
- Organize and distribute all personal flowers to wedding party, family members and special guests
- Provide Bridal Emergency Kit
- Properly Line Processional and Cue Musicians
- Prepare a plate of hors d'oeuvres and a beverage for the bride and groom after photos
- Facilitate Site transition from Ceremony to Reception
- Prepare bridal party for introductions and coordinate timing with DJ or Emcee
- Provide and review DJ or Emcee with list of names in proper order and phonetic spelling of last names for introductions
- Facilitate all aspects of Event Timeline through Bridal Send Off
- Coordinate the getaway transportation for the exit
- Distribution of any final payments/tips to vendors in sealed envelopes
- Coordinate breakdown of Reception and return any personal items (family pictures, ceremony items, gifts, etc) to a predetermined location after the event

FULL SERVICE COORDINATION PACKAGE
CEREMONY AND RECEPTION
\$5500

PREPARATION:

- Available for unlimited face-to-face meetings if desired and unlimited email correspondence
- Decor Conceptualization and coordinate overall vision and design
- Recommend Vendors based on overall budget, style and aesthetics of events
- Schedule and attend all vendor meetings
- Act as liaison and point of contact between vendor and client to handle logistical needs
- Review and Negotiate all vendor contracts
- Set up and manage hotel blocks for out of town guests
- Guidance on Wedding Etiquette
- Source, order and assemble items and packaging for favors and welcome gift bags
- Create Event Budget
- Develop Rehearsal and Wedding Day Itinerary based on bride and groom's vision
- Coordinate and Compile a timeline of vendor arrival and pick up times
- Create Event Timeline and distribute to applicable vendors

WEEK OF:

- Attend final meeting to discuss decor, timeline, final details, and collect all event items
- Finalize Vendor Confirmations
- Coordinate all Printed Materials
- Provide Schedule for relevant guests
- Assemble and Deliver Welcome Bags for out of town guests

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CEREMONY AND RECEPTION:

- Arrive prior to vendors to greet and direct as necessary
- Manage placement of seating cards, escort cards, favors, menu and other table accessories
- Additional Decor Setup Services are available; Additional decor fees are assessed on a case-by-case basis
- Direct vendor and decor setup of tables, chairs, linens, flowers, decor, etc at Ceremony and Reception sites
- Organize and distribute all personal flowers to wedding party, family members and special guests
- Provide Bridal Emergency Kit
- Properly Line Processional and Cue Musicians
- Prepare a plate of hors d'oeuvres and a beverage for the bride and groom after photos
- Facilitate Site transition from Ceremony to Reception and manage flip of the space (if necessary)
- Cue all music changes and speeches with Emcee or DJ
- Serve as point person for all Vendors
- Prepare bridal party for introductions and coordinate timing with DJ or Emcee
- Provide and review DJ or Emcee with list of names in proper order and phonetic spelling of last names for introductions
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