



MONARCH WEDDING PLANNING

Wedding Management/Coordination (Duchess package)

Prices start at \$4200.00

- use of our web based all in one wedding planning software for checklist, timelines, design studio, guest lists and floorplans with 24/7 access
- Two additional face to face meetings
- unlimited communication via phone call/text or email
- A walk through of the venue to see the wedding day vision
- Guidance when making the final decision on vendors
- Develop a wedding day timeline for you and all vendors
- Distribute the timeline to all vendors after your approval
- Follow-up telephone calls/emails to contracted vendors prior to wedding day to confirm set-up and take-down
- On-site wedding rehearsal management (up to 1 hour)
- On-site wedding and reception management (up to 10 hours)
- Set up of all personal décor including the welcome table, signage, seating chart and favors (does not include tables and chairs or items of furniture)
- Storage of wedding gifts and cards at a prearranged location
- Distribution of all gratuities to vendors so long as they are sealed in envelopes and labelled with the vendors' name
- Oversee and give directions to all vendor regarding set-up and take-down on the wedding day



MONARCH WEDDING PLANNING

Extended Wedding Coordination (Princess Package)

Prices start at \$5200.00

- use of our upgraded web based all in one wedding planning software for checklist, timelines, design studio, guest lists and floorplans with 24/7 access
- Regular scheduled face to face meeting with the couple (at least 5) and a final extended meeting to ensure everything is covered
- unlimited communication via phone call/text or email
- Create several timelines during the planning progress
- Create a final wedding day timeline for you and your vendor
- On-site wedding rehearsal management (up to 1 hour)
- On-site wedding and reception management (up to 12 hours)
- One additional event manager on-site on the wedding day
- Research of vendors who fit your needs, budget, and vision
- Guidance when making the final decision on vendors
- Review vendor contracts
- Distribute the timeline to all vendors after your approval
- Walk through of the venue with the couple and review the venue contract
- Two-hour design session focused on flow and ambiance
- Follow-up telephone calls/emails to contracted vendors prior to wedding day to confirm set-up and take-down
- Suggest and brainstorm ideas with the couple for invitations and favors
- Placing of all personal décor including the welcome table, signage, seating chart and favors (does not include tables and chairs or items of furniture)
- Storage of wedding gifts and cards at a prearranged location
- Distribution of all final payments and gratuities to vendors (they must be sealed in envelopes and labelled with the vendors name)
- Oversee and give directions to all vendor regarding set-up and take-down on the wedding