



Mira

weddings events design
est. 2008



Wedding Planning Packages



FULL-SERVICE WEDDING COORDINATION AND DESIGN

STARTING AT \$9,095

- Customized Wedding Correspondence
- Full Event Design Blueprint and Production
- Budget Construction & Management
- Planning Timeline Tracking
- Venue and Vendor Selection
- Vendor Management and Point of Contact
- Formal and Working Mockup Sessions (up to 2 total)
- Initial, Design Specific, and Final Walk-Throughs (up to 3 total)
- Access to MIRA Private Collection
- Rehearsal Coordination
- Coordination of Guest Accommodations and Logistics
- Document Preparation (Floorplans; Vendor and VIP Contact Sheet; Exhaustive Wedding Day Timeline; Wedding Party Timeline; Set-Up List; Packing List; Ceremony Details Sheet).
- Day of Coordination (1 Lead Event Coordinator, 1 Event Associate, 1 Wedding Party Liaison; Oversee set-up and breakdown; Ensure event runs on time; Point of contact for all vendors; Advocate for Client/Protect contractual interests, troubleshoot and overall morale booster).



WEDDING MANAGEMENT + DESIGN

\$6,000

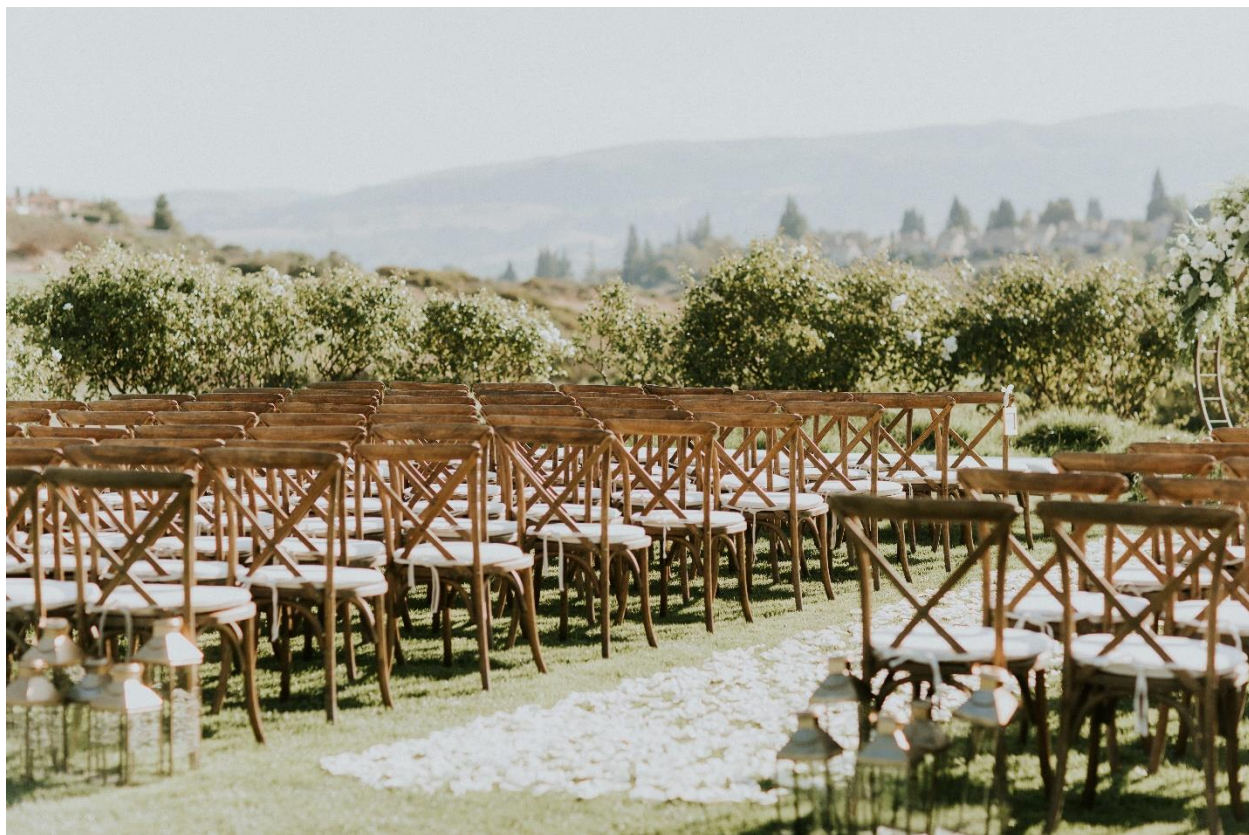
- Monthly 1-hour Planning Sessions (in person or remote)
- Planning Timeline Tracking and Management
- Budget Creation and Management
- Initial and Final Walkthrough of Venue(s)
- Vendor Procurement Assistance and Vendor Team Management
- Access to the MIRA Private Collection Event Décor inventory
- Full Event Design Blueprint and Production
- Working Mockup Session
- Rehearsal Coordination
- Document Preparation (Floorplans; Vendor and VIP Contact Sheet; Exhaustive Wedding Day Timeline; Wedding Party Timeline; Set-Up List; Packing List; Ceremony Details Sheet).
- Day of Coordination (1 Lead Event Coordinator, 1 Event Associate, 1 Wedding Party Liaison; Oversee set-up and breakdown; Ensure event runs on time; Point of contact for all vendors; Advocate for Client/Protect contractual interests, troubleshoot and overall morale booster)



WEDDING MANAGEMENT

\$3,940

- Monthly 30-minute check in calls
- Planning Timeline Tracking and Management
- Budget Creation and Management
- Final Walkthrough of Venue(s)
- Vendor Team Procurement Assistance
- Access to the MIRA Private Collection Event Décor inventory
- Rehearsal Coordination
- Document Preparation (Floorplans; Vendor and VIP Contact Sheet; Exhaustive Wedding Day Timeline; Wedding Party Timeline; Set-Up List; Packing List; Ceremony Details Sheet)
- Day of Coordination (1 Lead Event Coordinator, 1 Event Associate, 1 Wedding Party Liaison; Oversee set-up and breakdown; Ensure event runs on time; Point of contact for all vendors; Advocate for Client/Protect contractual interests, troubleshoot and overall morale booster)



BASIC DAY OF COORDINATION

\$2,395

- Monthly 30 min Check in Calls
- Final Walk-Through of Venue(s)
- Finalization Meeting 30 Days Out
- Review of Vendor Contracts
- Point of Contact for all Vendors starting 14 Days Out
- Access to the MIRA Private Collection Event Décor
- Rehearsal Coordination
- Document Preparation (Floorplans; Vendor and VIP Contact Sheet; Exhaustive Wedding Day Timeline; Wedding Party Timeline; Set-Up List; Packing List; Ceremony Details Sheet)
- Day of Coordination (1 Lead Coordinator, 1 Event Associate, 1 Wedding Party Liaison; Oversee Set-Up and Breakdown; Ensure Event Runs on Time; Point of Contact for All Vendors; Advocate for Client/Protect Contractual Interests, Troubleshoot, Overall Morale Booster)