



MYSSJANUARY EVENTS

CONTACT US

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www.myssjanuaryevents.com

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You dream it, I'll plan, prepare and execute!

Full Service Planning \$6000

(OUT OF STATE EVENTS WILL ASSESS ADDITIONAL TRAVEL FEES)

MJE offers an amazing full service planning package that allows our clients to leave all the hard work to the pros!

- Up to 25 hours of face-to-face consultations which included vendor selection meetings and site visits
- Unlimited emails & phone conversations throughout the planning process
- Provide an event checklist to include pertinent vendor follow up dates & meetings
- Access to our customized planning software to track all event details seamlessly
- Create an extensive event day timeline/itinerary (from setup to break down) to be approved by client prior to event day and distributed to all contributing vendors
- Obtain final headcount & track RSVP's
- Assist with website creation & updates (weddings)
- Assist with save the dates, flyers & event invitations
- Bridal party fitting & attire selection (weddings)
- Full ceremony & reception planning (weddings)
- Transportation arrangement
- Budget & vendor contract review
- Rehearsal & rehearsal dinner planning (weddings)
- Provides event day staff to oversee operations

BONUS: Notifications and reminders for your bridal party (weddings)

Wedding Month of Coordination \$3000

MJE offers a simple package for our DIY brides! You have done all the leg work but you need someone to step in and execute!

- Up to 15 hours of face-to-face finalization meetings with vendors & venue
- Up to 10 hours of wedding day availability
- Obtain a copy of all vendor contracts to review and confirm details
- Obtain final headcount to provide to caterers and venue
- Rehearsal & rehearsal dinner planning
- Create an extensive event day timeline/itinerary (from setup to break down) to be approved by client prior to event day and distributed to all contributing vendors
- Provides event day staff to oversee operations

DREAM · PLAN · PREPARE · EXECUTE

Partial Planning \$4000

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MJE offers a partial planning package that allows the client to hand over the final planning details and tie up any loose ends in the process.

- Up to 20 hours of face-to-face consultations which included vendor selection meetings and site visits
- Unlimited emails & phone conversations throughout the planning process
- Provide an event checklist to include pertinent vendor follow up dates & meetings
- Access to our customized planning software to track all event details seamlessly
- Create an extensive event day timeline/itinerary (from setup to break down) to be approved by client prior to event day and distributed to all contributing vendors
- Obtain a copy of all vendor contracts to review and confirm details
- Assist in booking vendors still needed (up to 3 vendors)
- Obtain final headcount & track RSVP's
- Access to our customized planning software to track all event details seamlessly
- Transportation arrangement
- Rehearsal & rehearsal dinner planning (weddings)
- Provides event day staff to oversee operations

Logistical Planning \$2000

(OUT OF STATE EVENTS WILL ASSESS ADDITIONAL TRAVEL FEES)

MJE offers a unique package for our clients who simply need a strategy meeting on getting started for any event type. Whether you need help selecting vendors, venues, event themes or design concepts.

This is the perfect package for you!

- Up to 10 hours of face-to-face consultations which included vendor selection meetings and site visits
- Up to 5 hours of event concept brainstorming & strategy sessions
- Unlimited emails & phone conversations throughout the planning process
- Budget & vendor contract review
- Create an extensive event day timeline/itinerary (from setup to break down) to be approved by client prior to event day and distributed to all contributing vendors

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