



Perfectly Planned Parties

SPECIAL EVENTS
WEDDING PLANNING
& COORDINATION

Michelle

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À la Carte Ceremony Only Services

For the Bride who just needs a little assistance navigating who walks down the aisle and when, a professional Wedding Director will make sure that all the elements of your Ceremony come together perfectly.

Rehearsal Only Services ~ \$75

- 2 hours of service
- Phone conversation to go over Ceremony lineup
- Create line-up and plan for Wedding Party entrance
- Attend and oversee Ceremony Rehearsal – please have all participants in attendance
- Rehearsal of plan until executed to couple's satisfaction

Rehearsal & Ceremony Only Services ~ \$125/\$175

- 2.5 hours (same day/same location) or 3 hours (different days/same location) of service
- Phone conversation to go over Ceremony lineup
- Create line up and plan for Wedding Party entrance
- Attend and oversee Ceremony Rehearsal - please have all participants in attendance
- Rehearsal of plan until executed to couple's satisfaction
- Line up Wedding Party in correct order for Ceremony
- See that Wedding Party has bouquets, boutonnieres, baskets, pillow or box, or any other items to be used in Ceremony
- Verify location of rings prior to entrance
- Direct the Wedding Party processional and exit during the Ceremony
- Have an Emergency Bridal Kit on hand

"Mini-Mony" Ceremony Only Coordination Services ~ \$150

- 3 hours of service
- Telephone consult with couple prior to event
- Oversee decorating and set up for Ceremony to ensure the couple's vision is met, assisting as needed.
- Create line-up and plan for Wedding Party entrance
- Rehearsal of plan, if time allows
- Line up Bridal Party in correct order for Ceremony
- See that Wedding Party has bouquets, boutonnieres, baskets, pillow or box, or any other items to be used in Ceremony
- Verify location of rings prior to entrance
- Direct the Wedding Party processional and exit during the Ceremony
- Have an Emergency Bridal Kit on hand
- Take care of all the little details and problems that arise so you, your family and friends can just enjoy your Special Day!
- Stay and assist with clean-up (if within the 3 hr day-of service window)

If you have any questions or to schedule a free consultation, please contact Michelle at 256-339-0537



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Wedding Day-of Coordination Services

**Special Tune Farm Rate of \$350 (Standard Rate is \$450)*

For the Bride who has planned everything, but wants to be able to relax with her family and friends on the day of the wedding, with the assurance that everything is being taken care of.

Hours of Service Include:

- 1 hour initial in-person consultation and planning visit
- Weekly telephone consultations to finalize details beginning 1 month before Wedding Day
- 2 hours service during Rehearsal
- 8 hours service day of Wedding

Services Provided Include:

- Initial consultation and planning visit at Venue, if possible, to include walk-through to discuss your Wedding Day vision and décor.
- Additional telephone check-ins and consultations to finalize all details (see "Hours of Service")
- Create Ceremony and Reception timelines
- Provide all vendors with my contact information for day of Wedding
- Attend and oversee Wedding Rehearsal – please have all participants in attendance
- Create line-up and plan for Wedding Party entrance
- Rehearsal of plan until executed to couple's satisfaction
- Oversee Ceremony and Reception setup, as needed
- Assist Wedding Party and guests as needed
- See that personal flowers are distributed to Wedding Party, family members & special guests
- Line up Wedding Party in correct order for Ceremony
- See that Wedding Party has bouquets, boutonnieres, baskets, pillow or box, or any other items to be used for Ceremony
- Verify location of rings prior to entrance
- Direct Wedding Party processional and exit during the Ceremony
- Coordinate movement of items from Ceremony to Reception
- Meet and direct all vendors – caterers, florist, DJ/band, bakery personnel, etc.
- Cue Wedding Party to essential components of reception – entrance, cake cutting, food service, speeches, first dances and send-off
- Have an Emergency Bridal Kit on hand
- Take care of any problems that arise so that you and your family can just enjoy your Special Day!
- Stay and assist with clean-up (if within the 8 hr day-of service window)

I'll take care of all the little details, so you, your family and friends can truly enjoy Your Day!

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Wedding Day-of Coordination & DJ Services
**Special Tune Farm Rate of \$850 (Standard Rate is \$1250)*

For the Bride that has planned everything, but wants to be able to relax with her family and friends the day of the Wedding with the assurance everything is being taken care of - and a professional DJ is handling all the music for her Ceremony & Reception!

*Day-of Coordination Services ~ *Special Tune Farm Rate of \$350 (Standard Rate is \$450)*

- 1 hour initial in-person consultation and planning visit at Venue, if possible, to include walk-through to discuss your Wedding Day vision and décor
- Weekly consultations with Bride beginning 1 month prior to Wedding Day
- 2 hours service during Rehearsal
- 8 hours service day-of Ceremony & Reception
- Create Wedding and Reception timelines
- Provide all vendors with my contact information for day of Wedding
- Attend and oversee Wedding Rehearsal – please have all participants in attendance
- Create line up and plan for Wedding Party entrance
- Rehearsal of plan until executed to couple's satisfaction
- Oversee Wedding and Reception setup, as needed
- Meet and direct all vendors – caterers, florist, DJ/band, bakery personnel, etc.
- Assist Wedding Party and guests, as needed
- See that personal flowers are distributed to Wedding Party, family members & special guests
- Line up Wedding Party in correct order for Ceremony
- See that Wedding Party has bouquets, boutonnieres, baskets, pillow or box, or any other items to be used in Ceremony
- Verify location of rings prior to entrance
- Direct Wedding Party processional and exit during the Ceremony
- Coordinate movement of items from Ceremony to Reception
- Cue Wedding Party to essential components of Reception – entrance, cake cutting, food service, speeches, first dances and send-off
- Have an Emergency Bridal Kit on hand
- Take care of any problems that arise so that you and your family can just relax on your Special Day!
- Stay and assist with clean-up (if within the 8 hr day-of service window)

*DJ Services ~ *Special Tune Farm Rate of \$500 (Standard Rate is \$800)*

- 4 hours playing time
- Wedding/reception music work sheets to guide in choosing music
- Can set up in 2 separate areas if needed (for ceremony and reception)
- MC Services
- Basic Lighting
- Incorporate your playlist
- "Do Not Play List" if couple desires.
- Read the crowd and interact during reception to keep the party going

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*PLEASE NOTE: "Day-of Coordination Services" may be booked separately at the *Special Tune Farm Rate of \$350, The *Special Rate of \$850 for DJ & Wedding Day-of Coordination is only available when these services are combined.*



Partial Planning Wedding & Coordinating Services
**Special Tune Farm Rate of \$650 (Standard Rate is \$750)*

For the Do-It-Yourself Bride: You want to plan your own wedding, but could really use an experienced professional to help with staying on track, making decisions along the way, directing your Rehearsal and Ceremony and overseeing your Reception, so you and your family can just relax and enjoy your Special Day!

Hours of Service Include:

- 1 hour in-person consultation and initial planning visit
- Additional 1 hour in-person follow-up consultation after initial planning visit, if needed
- Monthly consultations (via email, phone, text or Facetime) beginning 6 months out
- Weekly consultations (via email, phone, text or Facetime) beginning 4 weeks out
- 1 hour final Venue walk-through
- Up to 2 hours service during Rehearsal
- 10 hours service day of Wedding

Services Provided Include:

- Consultations and planning visits to discuss, assist, strategize and finalize all aspects of your Special Day to help you realize your unique vision for your Wedding in a way that fits both your style and budget.
- Provide a preferred vendor list for you to contact to begin securing services.
- Provide all vendors with my contact information for day of Wedding
- Email "to-do lists" and "reminders" to the Bride and/or Bride's mom to help you stay on track
- Conduct final venue walk-through to finalize your vision for layout design and setup, décor and "Wedding Day Flow Plan"
- Create Ceremony and Reception timelines
- Create line-up and plan for Wedding Party entrance
- Attend and oversee Ceremony Rehearsal – please have all participants in attendance
- Rehearsal of plan until executed to couple's satisfaction
- Oversee Ceremony and Reception set-up, as needed
- Meet and direct all vendors – caterers, florist, DJ/band, bakery personnel, etc.
- Assist Wedding Party and guests as needed
- See that personal flowers are distributed to Wedding Party, family members & special guests
- Ensure that Wedding Party has bouquets, boutonnieres, baskets, pillow or box, or any other items to be used in Ceremony
- Verify location of rings prior to entrance
- Line up Wedding Party in correct order for Ceremony
- Direct Wedding Party processional and exit during the Ceremony
- Coordinate movement of items from Ceremony to Reception
- Cue Wedding Party to essential components of Reception - entrance, cake cutting, food service, speeches, first dances and send-off
- Have an Emergency Bridal Kit on hand
- Take care of any problems that arise so that you and your family can just relax on your Special Day!
- Stay and assist with clean-up (if within the 10 hr day-of service window)

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Full Planning Wedding & Coordinating Services
**Special Tune Farm Rate of \$1400 (Standard Rate is \$1500)*

For the busy Bride that wants to be involved in planning and making the decisions, but needs someone "to do all the leg work!"

Hours of Service Include:

- 1 hour in-person consultation and initial planning visit
- Two additional 1 hour in-person consultations and planning visits
- Monthly consultations (via email, phone, text or Facetime) beginning 12 months out
- Weekly consultations (via email, phone, text or Facetime) beginning 4 weeks out
- Unlimited text and email
- 1 hour final venue walk-through
- Up to 2 hours service during Rehearsal
- 4 hours service day prior to Wedding
- 12 hours service on Wedding Day

Services Provided Include:

- Consultation and planning visits to discuss, assist, strategize and finalize all aspects of your Special Day to help you realize your unique vision for your Wedding in a way that fits both your style and budget (budgeting assistance, as needed)
- Provide preferred vendor lists, contact vendors to set up appointments for consultations
- Contact vendors to set up appointments for consultation and securing services
- Secure vendor services and accompany bride to all initial vendor meetings
- Provide vendors with my contact information for all follow-up meetings and questions
- Email "to-do lists" and "reminders" to the Bride and/or Bride's mom to help you stay on track
- Meet with Bride at least monthly to go over Wedding design and assigned to-do lists
- Create Ceremony and Reception timelines
- Create line-up and plan for Wedding Party entrance
- Help secure accommodations for out-of-town guests
- Conduct final Venue walk-through to finalize your vision for layout design and setup, decór and "Wedding Day Flow Plan"
- Run errands, pick up items needed week of Wedding
- Oversee and direct Ceremony Rehearsal – please have all participants in attendance
- Rehearsal of plan until executed to couple's satisfaction
- Oversee Ceremony and Reception set-up, as needed
- Meet and direct all vendors – caterers, florist, DJ/band, bakery personnel, etc.
- Assist Wedding Party and guests as needed
- See that personal flowers are distributed to Wedding Party, family members & special guests
- Ensure that Wedding Party has bouquets, boutonnieres, baskets, pillow or box, or any other items to be used in Ceremony
- Verify location of rings prior to entrance
- Line up Wedding Party in correct order for Ceremony
- Direct Wedding Party processional and exit during the Ceremony
- Coordinate movement of items from Ceremony to Reception
- Cue Wedding Party to essential components of Reception - entrance, cake cutting, food service, speeches, first dances and send-off
- Have an Emergency Bridal Kit on hand
- Take care of any problems that arise so that you and your family can just relax on your Special Day!
- Stay and assist with clean-up (if within the 12 hr day-of service window)

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