

*MJ Weddings*  
*www.mjweddings.ca*  
*mjweddings@gmail.com*  
*514.738.0823*

## *Silver Package*

The Silver Package has been designed for the Bride who has planned most of the wedding and is opting to hire the Wedding Planner to orchestrate and manage the activities of the actual wedding day itself.

### ***Before the Wedding***

2 two-hour meetings with the Bride and Groom prior to the wedding day.

#### ***The First Meeting:***

- Develop the initial wedding day plans.
- Identify the wedding day expectations of the Bride and Groom.
- Identify the planning processes involved in the envisioned wedding and the objectives that need to be met to make it happen.
- Provide any further guidance to questions or concerns outside of the above-mentioned scope.

#### ***The Second Meeting:***

- Assessment and update of the Master Task List and identification of any deficiencies.
- Follow up with vendors prior to the wedding day to ensure all is in order.
- Create a detailed wedding day itinerary for both the Bride and Groom.

### ***Attend the rehearsal***

#### ***On the Wedding Day***

- Coordinator will have "Emergency" kit containing: needle and thread, white chalk for stains, hairspray, breath spray, tissues, etc.
- Manage the activities of the key players on the wedding day: Bride, Groom, Vendors, Bridal party and family members.
- Ensure family and Bridal Party have their corsages and boutonnieres.
- Ensure Bride and attendants have their bouquets.
- Transport any floral pieces and/or decorations from the ceremony to the reception (size & weight restrictions).
- Ensure the guests sign the guest book, have tossing items and manage any seating plan mishaps.
- Issue the outstanding payments to Vendors from Bride and Groom.

*\* The number of hours offered in the packages on the actual wedding day is 8 hours. This begins when the wedding planner arrives at the specified first site and ends 8 hours thereafter. All overtime will be calculated at a rate of \$95.00/hour.*

## *Gold Package*

The Gold Package is a step beyond. The Bride opts to engage the Wedding Coordinator to consult on vendor selections and expanded “hands-on” activities, while still maintaining the overall decision-making and management of transactions. The Wedding Coordinator is responsible to orchestrate and manage the activities on the actual wedding day as well.

### ***Before the Wedding***

3 two-hour meetings with the Bride and Groom prior to the wedding day.

#### ***The First Meeting:***

- Develop the initial wedding day plans.
- Identify the wedding day expectations of the Bride and Groom.
- Identify the planning processes involved in the envisioned wedding and the objectives that need to be met to make it happen.
- Provide any further guidance to questions or concerns outside of the above-mentioned scope.

#### ***The Second Meeting:***

- Create a detailed wedding budget.
- Consultation and analysis of the vendors within the designated location.
- Discuss the various vendor options and which ones to go with and which ones to avoid.
- Review of vendor contracts and provide advice prior to signing.
- Review of Master Task List based on wedding date.
- Create schedule detailing all vendor payments.
- Provide detailed information package to wedding party on their roles & responsibilities.

#### ***The Third Meeting:***

- Assessment and update of the Master Task List and identification of any deficiencies.
- Follow up with vendors prior to the wedding day to ensure all is in order.
- Create detailed schedule of events for week prior to wedding day.
- Create a detailed wedding day itinerary for both the Bride and Groom.

### ***Attend the rehearsal.***

#### ***On the Wedding Day***

- Coordinator will have “Emergency” kit containing: needle and thread, white chalk for stains, hairspray, breath spray, tissues, etc.
- Manage the activities of the key players on the wedding day: Bride, Groom, Vendors, Bridal party and family members.
- Ensure family and Bridal Party have their corsages and boutonnieres.
- Ensure Bride and attendants have their bouquets.
- Transport any floral pieces and/or decorations from the ceremony to the reception (size & weight restrictions).
- Transport personal items of Bride & Groom and Bridal party to the reception.
- Ensure the guests sign the guest book, have tossing items and manage any seating plan mishaps.
- Issue the outstanding payments to Vendors from Bride and Groom.

*\* The number of hours offered in the packages on the actual wedding day is 8 hours. This begins when the wedding planner arrives at the specified first site and ends 8 hours thereafter. All overtime will be calculated at a rate of \$95.00/hour.*

## *Platinum Package*

The Platinum Package is the exquisite package that has been designed for the Bride and Groom with little or no time to plan their wedding. The Wedding Coordinator will professionally negotiate all of the Supplier contracts based on the budget and specifications provided by the Bride and Groom. Additionally, all of the preparatory arrangements and tasks will be completed by the Coordinator to ensure that the Bride and Groom will have the Wedding Day that they envisioned. The Wedding Coordinator strives to provide a worry-free planning period and will also ensure that the activities of the actual wedding day are orchestrated and managed as planned.

### ***Before the Wedding***

There are no structured meetings in this package, as the Wedding Coordinator will essentially take care of all of the pre-wedding planning and vendor contracting. There will be regular dialogue (whether by phone, e-mail or in person) between the Bride/Groom and the Wedding Coordinator to reassure and confirm that everything has been structured as requested.

### ***Summary of Pre-Wedding Services***

- Create a detailed budget based on Bride & Groom specifications. Guaranteed to contract vendors within budget limitations.
- Confirm wedding date availability with Vendors and set up the initial appointments for couple to attend.
- Negotiate the Contracts of the Vendors selected by the Bride & Groom.
- Develop a detailed Master Task List.
- Develop and update wedding expense template.
- Build a calendar of Vendor payments due dates.
- Create and issue wedding day itinerary for the Vendors.
- Create and issue information specific to the bridal party roles & responsibilities.
- Keep in continual contact with Vendors based on changes to wedding plans throughout the planning process.
- Follow up with vendors prior to the wedding day to ensure all is in order.
- Create detailed schedule of events for week prior to wedding day.
- Create a detailed wedding day itinerary for both the Bride and Groom.
- Make hotel reservations for a block of rooms for out-of-town guests.
- Attend the rehearsal.

### ***On the Wedding Day***

- Coordinator will have "Emergency" kit containing: needle and thread, white chalk for stains, hairspray, breath spray, tissues, etc.
- Manage the activities of the key players on the wedding day: Bride, Groom, Vendors, Bridal party and family members.
- Ensure family and Bridal Party have their corsages and boutonnieres.
- Ensure Bride and attendants have their bouquets.
- Transport any floral pieces and/or decorations from the ceremony to the reception (size & weight restrictions).
- Transport personal items of Bride & Groom and Bridal party to the reception.
- Ensure the guests sign the guest book, have tossing items and manage any seating plan mishaps.
- Issue the outstanding payments to Vendors from Bride and Groom.

*\* The number of hours offered in the packages on the actual wedding day is 8 hours. This begins when the wedding planner arrives at the specified first site and ends 8 hours thereafter. All overtime will be calculated at a rate of \$95.00/hour.*