A. MARIE EVENTS & DESIGN
WEDDING AND EVENT PLANNERS

Hello

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Thanks for taking a look at what
A. Marie Events & Design has to offer.

Little Black Dress- Month-Of Wedding Management

Prep Time	Financial Commitment	2 In Person	Hours
6 weeks +	Starting at $2295 +	Consultations	Unlimited

Organization & Guidance

Planning:

- 2 In-Person Consultation appointments and starts from the date our services are retained and continue until the end of your wedding day.
- Telephone and E-mail communication within our office hours
- Timeline Detailed wedding day timeline for vendors and wedding party
- Create a detailed schedule for rehearsal, ceremony and reception
- Assist with designing seating arrangements for reception
- Final Planning Meeting 2 weeks prior to wedding
- Etiquette advice throughout the 6 weeks assisting with navigating complicated scenarios
- Checklist for personal items needed for your wedding day
- Receive all personal items for ceremony + reception 1 week prior to wedding (i.e., escort cards, guestbook, favors, decor etc.)
- Final walkthrough of your wedding venue with relevant vendors

Vendor Coordination:

- Request and obtain copies of insurance certificates if required by venue
- Create vendor list with contact information with set-up times + distribute to all necessary parties
- Distribute detailed set-up instructions
- Distribute wedding day timeline for vendors
- Distribute driving directions and maps
- Send final confirmations to vendor one week prior
- Relay final headcount to appropriate parties
- Full coordination of all your hired vendors, including event staff, catering, floral design, production crews, entertainment, photographer, videographer, hair & Make-up etc.

Wedding Rehearsal:

- Direct wedding rehearsal 1 hour max.
- Organize wedding party for line up and placement
- Distribute timeline to wedding party

Wedding Day:

- Day of Wedding Coordination (the maximum coverage is 8 hours) management of wedding ceremony, cocktail hour and reception. With (1) assistant.
- Post-wedding clean-up and tear down

Additional assistants and travel fees may apply depending on scope of wedding:

- Assist Bridal party with getting ready
- Manage timeline of event with wedding party, family and vendors
- Distribute flowers to wedding party and family
- Final inspections of set-up, seating placement, table/escort cards, decor etc. (as per instruction)
- Greet guest and assist with seating arrangements
- Attend to guest needing special assistance
- Coordinate with musicians on ceremony selections
- Cue Ceremony
- Review reception timeline with band, MC/DJ
- Audio/Visual check (if necessary)
- Coordinate grand entrance, first dance, cake cutting, toast, etc.
- Distribute final payments and/or gratuities to vendors
- Coordinate transport of gifts and personal items into designated car.
- Additional Assistant(s) are required for weddings larger than 200 guests, especially for multiple locations

These services may also be included in your customized package:

- Additional In-Person consultation or vendor meeting
- Additional Lead Planners and Assistance
- Assist Welcome bags/baskets.
- Create and distribute directions, timelines, and guest activity packets for out- of-town guests

Black Tie - Partial Wedding Planning

Prep Time	Financial Commitment	4 In Person	Hours
12 months +	Starting at $4995 +	Consultations	Unlimited

Organization & Guidance

- 4 Face to Face Consultations and Consultation via Telephone and E-mail within our office hours. This service starts from the date our services are retained and continues throughout the wedding planning process up to your wedding day.
- Spending plan/budget and cost analysis which includes a personal spending plan spreadsheet as well as management.
- Menu Tasting + Details meeting with Venue/Caterer, entertainment, transportation and other vendors.
- Wedding Day Timeline Session
- Additional recommendations via phone + email
- Assist with floor plan
- Detailed wedding day timeline for vendors and wedding party
- Ceremony + Reception Planning
- Create a detailed schedule for rehearsal, ceremony and reception
- Assist with designing seating arrangements for reception
- Marriage License information
- Etiquette advice to assist you in Navigating through complicated situations
- Checklist for personal items needed for your wedding day
- Receive all personal items for ceremony + reception (i.e., escort cards, guestbook, favors etc.)
- Organization of important documents like contracts
- Vendor payment management and scheduling through our customized online planning portal for communication throughout the planning process.
- Monthly progress reports

Vendor Selection

- Transportation
- Officiants
- Hair/makeup artist
- Vendor recommendations
- Photographers
- Videographers
- Invitations
- Bands
- DJ's
- Entertainment
- Caterers
- Florists
- Rentals
- Transportation
- Officiants
- Hair/makeup artist
- Review Proposals and Contracts
- Request and obtain copies of insurance certificates if required by venue
- Create vendor list with contact information with set-up times +distribute to all necessary parties
- Distribute detailed set-up instructions
- Distribute wedding day timeline for vendors
- Distribute driving directions and maps
- Send final confirmations to vendor one week prior
- Relay final headcount to appropriate parties

Décor & Finer Details

We will assist you in developing the overall aesthetic for your wedding weekend, from the rehearsal dinner décor, to your big day décor. We want to turn your vision into a reality!

- Develop a color scheme
- Guide and assist with décor ideas
- Guide and assist with choosing floral arrangements, linens, and rental items
- Guide and assist with stationary selection
- Assist with setting up the floor plan and design layout based on what works best in the venue
- Assist and attend in menu tasting and selection
- Guide and assist in choosing wedding attire
- Guide and assist in wedding favors, wedding party gifts, and out of town baskets

Finalization of Details

We are here from start to finish and do not want to leave any loose strings.

- Finalize and distribute "The Wedding Day" timeline for all wedding party guests
- Finalize and distribute "The Wedding Day" timeline to all vendors
- Finalize all wedding night accommodations for bride and groom
- Finalize vendor confirmations

Wedding Week Coordination

We want you to be as stress-free as possible, so we would be happy to assist in the following:

- Deliver out of town guest welcome bags/baskets to the designated hotel(s)
- Assist Officiant in directing wedding rehearsal
- Organize wedding party for line up and placement
- Distribute timeline to wedding party

Wedding Day Coordination

- You will have the assistance of two wedding day coordinators all day, while you get pampered in hair and makeup let us do all of the setup. (the maximum coverage is 10 hours from set-up to tear down) management of wedding ceremony and reception. With (1) assistant planner

Additional assistants and travel fees may apply depending on scope of wedding.

- Assist Bridal party with getting ready
- Manage timeline of event with wedding party, family and vendors
- Distribute flowers to wedding party and family
- Final inspections of set-up, seating placement, table/escort cards, decor etc. (as per instruction)
- Greet guest and assist with seating arrangements
- Attend to guest needing special assistance
- Coordinate with musicians on ceremony selections
- Cue Ceremony
- Review reception timeline with band, MC/DJ
- Audio/Visual check (if necessary)
- Coordinate grand entrance, first dance, cake cutting, toast, etc.
- Distribute final payments and/or gratuities to vendors
- Coordinate transport of gifts and personal items into designated car.

Champagne Wishes- Full-Service Planning

Prep Time	Financial Commitment	Monthly In-Person Consultations	Hours
12 months +	Starting at $7995 +		Unlimited

Organization & Guidance

- Complimentary consultation
- Unlimited hours of consultation via phone, email, meetings, and video chat
- Unlimited in-person consultations
- Creation and management of your wedding budget through your custom client portal
- Management of your vendor contacts, contracts, appointments, and payment schedule
- Creation and management of your personalized checklist
- Creation and management of your personalized online design platform
- Collection of necessary insurance certificates
- Guest List coordination
- Vendor Referrals
- Etiquette Advice

Vendor Selection

After our initial consultation, we will research and compile a list of trusted vendors whom we believe will achieve your dream wedding within your allotted budget. We will negotiate with these vendors to get you the best deals, saving you time and money. We will set all appointments, attend all meetings, and manage all communication with these vendors.

- Rehearsal Dinner Venue
- Farewell Brunch Venue
- Hotel room blocks
- Transportation
- Ceremony Venue
- Reception Venue
- Caterer/Bakery
- Officiant
- Stationery Designer
- Photographer/Videographer
- Floral Designer
- Rental Company
- Musicians/Band/DJ
- Photo Booth Rental
- Hair and Makeup
- Dress & Tux Purchasing

Full Service Wedding Management

Our Full Wedding Management includes Anita Craine (Owner, Principle Planner and Designer) as main contact throughout planning process and (2) additional assistant planners on wedding day.

Additional assistants and travel fees may apply depending on scope of wedding.

Full Service Management:

- Contact via email, phone within our office hours and 8 face-to-face planning meetings (in person or virtually)Wedding Concept, Styling & Design including development of storyboards & creative files
- Spending Plan: Spending plan (budget) worksheet and tips for maximizing spending plan
- Monthly wedding progress reports
- Paperless office: all communications and contracts are saved on a secure site on-line. Updates are made in real time and all parties have access to the same files.
- Organization and management of guest accommodations and transportation
- Etiquette advice throughout the entire planning process to assist in navigating complicated situations.
- Access to the most respected vendors in the industry
- Communication and organization of vendors through the planning process
- Attendance at planning meeting with venue, caterer, floral designer, cake designer, rental company, entertainment, invitation designer and other vendors as it relates to the flow of your wedding.
- Vendor payment management and scheduling

Wedding Week Coordination

We want you to be as stress-free as possible, so we would be happy to assist in the following:

- Rehearsal coordination
- Assist in picking up stationery items
- Assist in picking up rental items
- Deliver out of town guest welcome bags/baskets to the designated hotel(s)
- Collect personal items such as décor, photographs, guestbook, favors, toasting glasses, cake serving set, etc. (usually at rehearsal dinner)

Rehearsal Dinner Coordination

We will work with your vendors to make sure your vision is executed to perfection. You will have one coordinator on-site for up to 6 hours (including setup time).

- Set up table décor including linens, flowers, candles, place cards, etc.
- Work with the caterer or restaurant staff to make sure the menu is precise and accurate

Farewell Brunch Coordination

We will work with your vendors to make sure your vision is executed to perfection. You will have one coordinator on-site for up to 4 hours (including setup time).

- Coordinate the guest list
- Coordinate the catering or food delivery
- Setup table décor including linens, flowers, etc.
- Help with gift log

Wedding Day Management

You will have a wedding planner and two wedding day assistants all day, while you get pampered in hair and makeup let us do all of the setup.

- Day-Of coordination including wedding cues, pre-ceremony festivities, ceremony, cocktail hour, and reception.
- Mimosa Bar, Fruit & Pastries
- Bridal concierge; an assistant planner on-site with bride & bridal party.
- Creative direction and Styling on the wedding day working hand-in-hand with the photographer to get the best photos
- A. Marie Events & Design Staff will be the Day-Of primary contact for venue and all vendors
- Attend sound check with DJ/Band and review formalities and song selections.
- Vendor assistance and direction with a load-in and break down
- Full vendor management including venue staff, catering, floral design, production crews, entertainment, photography, videography, hair & makeup, entertainment, officiant etc.
- Set up of special event decor including escort cards, menus, guest book, favors, etc.
- Confirm that your event decor is executed to your specifications
- Access to the wedding day emergency kit
- Ensure bridal party runs on schedule and assist with an on-time start.
- Orchestrate ceremony line-up and introduction of couple into reception
- Disbursement of all vendor gratuities and final payments
- Deliver gifts & envelopes to trusted family or friend at the end of the evening
- Up to 12 hours on wedding day from set-up to breakdown

A. Marie Events & Design Services

Full Planning Services: $8995.00 +
Partial Planning Services: $5995.00 +
Month of Coordination Services: $2,295 +

A la carte Services

Wedding Design + Styling

Starting at $1500+

Reserved 5-6 Months Prior to Wedding Date
Includes Theme & Design Vision Board, Design Consultations, Venue Walkthrough, Florist Consultation, Final Rental Consultation, and your event board with all the final design elements of the wedding to be used for vendor certainty when needed.
***PLUS, all set up of décor, site build-out**
Initial design meeting to create an overall design direction, color palette, and look/feel for the wedding day
Guidance and selection of wedding and tabletop design, including linens/napkins, lighting, rentals, florals, etc.
Floor-plan diagram creation with table/seating arrangements to be color coordinated at your event

Wedding Design

Starting at $900+

Reserved 4-5 Months Prior to Wedding Date
Includes Theme & Design Vision Board, Design Consultations, Venue Walkthrough, Florist Consultation, Final Rental Consultation, and your event board with all the final design elements of the wedding to be used for vendor certainty when needed.
Initial design meeting to create an overall design direction, color palette, and look/feel for the wedding day
Guidance and selection of wedding and tabletop design, including linens/napkins, lighting, rentals, florals, etc.
Floor-plan diagram creation with table/seating arrangements to be color coordinated at your event

Hourly Consulting

$150.00 per hour
Let us help you set up your DIY décor projects such as napkins, runners, centerpieces, chair ties, pew/chair décor, and more.
Assign the hours where you need the help!

Invitation RSVP Management

$200

Reserved Prior to ordering invitations - Let us manage your entire invitation process, keep track of all of your RSVP, and manage your guest list all the way up to the day of the wedding.

Stationery Design

$50/hr

Design Invitations - Design and Print Table Numbers - Design and Print Escort Cards
Design and Print Place cards - Design and Print Signs (like cake table, gift table & more)

Logistics

$40/hr

Room Blocks, Guest Lodging & Transportation Management
Let us arrange your Hotel Room Blocks at the BEST PRICE available and manage all of your guest's lodging needs P
LUS we will arrange transportation for you, your wedding party, and your guests as well and manage the entire process.

Gifting

$30/hr

let us build your gift baskets and party favors. We will curate and assemble these for you.

Add-Ons

Please inquire for custom pricing based on scope of project:
Rehearsal Dinner - Post-wedding Brunch - Engagement Party - Bridal Party Luncheon - Invitation Assembly - Bridal/Couple Showers

Don't see what you are looking for? Reach out to us to inquire about how Rushing Down the Aisle serve you. Please send us an email if you have any further questions