

WEDDING SERVICES

Planning a wedding should be an exciting and enjoyable experience, but it can become very stressful, time consuming and it can be challenging to juggle everyday responsibilities with this added one – and that is where we come in! Having a wedding planner that is reliable and that can be depended on to bring your wedding vision to life is invaluable. We can guide you through the planning of your wedding and execute exactly what you want without you having to spend the time or energy in the process!

We offer a complimentary consultation to all potential clients to meet and discuss your wedding planning needs, and to discuss your stage of planning. Then together we will decide what specific planning needs you have and move forward with achieving the goal of your dream day.

Contact us for a customized package to specifically fit your event planning needs!

STANDARD SERVICES (Included in ALL packages)

- Attending to the Bride, Groom and Bridal Party members during the wedding day preparation process
- Receiving deliveries and greeting vendors
- Overseeing proper set-up and design of ceremony and reception locations
- Acceptance and assistance with family and bridal party flowers
- Greeting your guests and directing them to the ceremony area
- Lining up and organizing family and bridal party members for the ceremony processional
- Letting the Bride know when it's time to walk down the aisle and making sure your train and veil are perfect as you are sent on your way down (and making sure everyone is in place for this big moment)
- Making sure all musicians have their correct music for the ceremony and the reception and that they are cued properly
- Directing guests to the cocktail hour and reception
- Assisting the photographer with gathering all the necessary people for your chosen wedding photos
- Making sure all finishing touches are complete, candles are lit and music is cued before guests enter reception location
- Answer guests' questions and concerns throughout the day
- Assisting your maid of honor to bustle your dress
- Organizing the grand entrance into the reception
- Always letting the Bride and Groom know what is next so that you are never caught off guard
- Seeing that honored people (Bride, Groom, Parents etc.) are given special care and that their every need is met
- Supervising and communicating with the catering staff and chef to make sure they are updated on the days' timeline and any dietary needs that need to be met for any wedding guests
- Making certain that everyone involved in toasts or special events during the day are cued and ready
- Guiding you kindly through your special day, keeping things on schedule and often without a coordinator some special touches are forgotten or skipped because time runs out or things just get crazy!
- Collecting items at the ceremony or reception which need to be returned to you like the guestbook and pen, unity candle, extra favors, cake server and knife, toasting flutes etc.
- Arranging getaway transportation and making sure they are on time for the Bride and Groom
- Tying up any loose ends on your wedding night once you've departed!

PACKAGES



Day of ...

- Complimentary Consultation
- One meeting to discuss wedding details
- Available by phone and/or email throughout coordinating process
- On-site meeting (month of wedding)
- Contact vendors to confirm wedding day services
- Preparation and distribution of rehearsal and wedding day timeline
- Attendance and direction of rehearsal (up to 2 hours)
- Collection of items at rehearsal to be brought and set-up on wedding day such as: Guest book, favors, toasting flutes, cake server and knife, ceremony programs, place cards, table cards etc. (if not made or obtained by Make My Day already).
- Coordinate final vendor payments on rehearsal and wedding days
- Attendance and coordination of ceremony and reception (up to 10 hours)
- Two coordinators
- Essential wedding day emergency kit



- Complimentary Consultation
- Three scheduled meetings to discuss wedding details
- Available by phone and/or email throughout coordinating process
- Reception location search, selection and correspondence
- Review of site contract
- Two on-site meetings
- Reception design and layout planning
- Contact vendors to confirm wedding day services
- Preparation and distribution of rehearsal and wedding day timeline
- Attendance and direction of rehearsal (up to 2 hours)
- Collection of items at rehearsal to be brought and set-up on wedding day such as: Guest book, favors, toasting flutes, cake server and knife, ceremony programs, place cards, table cards, etc. (if not made or obtained by Make My Day already).
- Coordinate final vendor payments on rehearsal and wedding days
- On-site management of event layout setup
- Attendance and coordination of ceremony and reception (up to 10 hours)
- Two coordinators
- Essential wedding day emergency kit



- Complimentary Consultation
- Four scheduled meetings to discuss wedding details
- Available by phone and/or email throughout coordinating process
- Vendor Search, Selection and Correspondence of:*
- Rentals
- Linen Design
- Tenting
- Lighting/Décor
- Review of vendor contracts for Rentals, Linen Design, Tenting and Lighting/Decor
- Three On-site meetings
- Design and Layout Planning
- Contact vendors to confirm wedding day services
- Attendance and direction of rehearsal (up to 2 hours)
- Preparation and distribution of rehearsal and wedding day timeline
- Collection of items at rehearsal to be brought and set-up on wedding day such as: Guest book, favors, toasting flutes, cake server and knife, ceremony programs, place cards, table cards etc. (if not made or obtained by Make My Day already).
- Coordinate final vendor payments on rehearsal and wedding days
- On-site management of event layout setup
- Set-up and breakdown of event linens
- Attendance and coordination of ceremony and reception (up to 10 hours)
- Two coordinators
- Essential wedding day emergency kit

*Packages with vendor correspondence will include 10% commission on vendor prices.

Make My Day

EVENT PLANNING



- Complimentary Consultation
- Six scheduled meetings to discuss wedding details
- Available by phone and/or email throughout coordinating process
- Budget management and/or supervision
- Assisting with color scheme, theme and style of wedding
- Share local vendor knowledge
- Ceremony and Reception - Location search, selection, and correspondence
- Vendor search, selection, and correspondence*
- Arrange all vendor appointments
- Final vendor confirmations and direction
- Ceremony & reception planning
- Review of site(s) and vendor contracts
- Specialty linen design and planning
- Assistance with menu selections
- Three on-site meetings
- Design & layout planning
- Assistance with seating approach
- Search and selection of wedding décor **
- Search, selection and room blocking of guest accommodations
- Etiquette advisement
- Preparation and distribution of rehearsal and wedding day timeline
- Preparation and distribution of rehearsal and wedding day itineraries/checklists for wedding party
- Attendance and direction of rehearsal (up to 2 hours)
- Coordinate final vendor payments
- Collection of items at rehearsal to be brought and set-up on wedding day such as: Guest book, favors, toasting flutes, cake server and knife, ceremony programs, place cards, table cards etc. (if not made or obtained by Make My Day already).
- Attendance and coordination of ceremony and reception (up to 10 hours)
- Two Coordinators
- On-site management of event layout set-up
- Set-up and breakdown of specialty linens
- Coordinating the collection of gifts on the wedding day
- Essential wedding day emergency kit

*Packages with vendor correspondence will include 10% commission on vendor prices.

**Does not include the purchase of these items, but strictly the coordinating services.

Make My Day

EVENT PLANNING



- Complimentary Consultation
- Eight scheduled meetings to discuss wedding details
- Available by phone and/or email throughout coordinating process
- Budget management and/or supervision
- Assisting with color scheme, theme and style of wedding
- Custom wedding website design and monthly updates
- Share local vendor knowledge
- Ceremony and Reception - Location search, selection, and correspondence
- Vendor search, selection, and correspondence*
- Arrange all vendor appointments
- Final vendor confirmations and direction
- Ceremony & reception planning
- Review of site(s) and vendor contracts
- Assistance with menu selections
- Specialty linen design and planning
- Three on-site meetings
- Design & layout planning
- Assistance with seating approach
- Search and selection of wedding décor **
- Search, selection and management of room blocking for guest accommodations
- Search, selection and preparation of wedding favors**
- Search, selection, preparation and delivery of hotel/welcome baskets**
- Food arrangements made for day-of preparations*
- Etiquette advisement
- Save-the-date and invitations**
- Calligraphy, stuffing, stamping and mailing
- RSVP and menu tracking
- Next-day brunch location search, selection and correspondence
- Next-day brunch planning and coordination*
- Preparation and distribution of rehearsal and wedding day timeline
- Preparation and distribution of rehearsal and wedding day itineraries/checklists for wedding party
- Attendance and direction of rehearsal (up to 2 hours)
- Coordinate final vendor payments
- Collection of items at rehearsal to be brought and set-up on wedding day such as: Guest book, favors, toasting flutes, cake server and knife, ceremony programs, place cards, table cards etc. (if not made or obtained by Make My Day already).
- Attendance and coordination of ceremony and reception (unlimited)
- Two Coordinators
- On-site management of event layout set-up and breakdown
- Set-up and breakdown of specialty linens
- Coordinating the collection of gifts on the wedding day
- Includes transferring wedding florals for re-purposing
- Essential wedding day emergency kit

*Packages which include vendor coordination will include 10% commission on vendor prices.

**Does not include the purchase of these items, but strictly the coordinating services.

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A LA CARTE SERVICES Add on to your chosen package or create a package of your own.

- Ceremony location search and selection
- Ceremony location search, selection and correspondence
- Beach ceremony permit arrangements**
- Reception location search and selection
- Reception location search, selection and correspondence
- Review of site contracts
- Obtain event insurance**
- Budget management and/or supervision
- Vendor search and selection
- Vendor search, selection and correspondence
- Review of vendor contracts
- Design and layout planning
- On-site management of event layout set-up
- On-site management of event layout breakdown
- On-site management of event rental set-up
- Onsite management of event rental breakdown
- Specialty linen design and planning
- Set-up and breakdown of event linens
- Assisting with color scheme, theme and style of wedding
- Search and selection of wedding décor**
- Share local vendor knowledge
- Assistance with menu selections
- Assistance with seating approach
- Search, selection and management of room blocking for guest accommodations
- Preparation and distribution of rehearsal and wedding day itineraries/checklists for wedding party
- Coordinating the collection of gifts on the wedding day
- Custom wedding website design and monthly updates
- Guidance in preparing a unique ceremony and vows
- Search, selection and preparation of wedding favors**
- Search, selection, preparation and delivery of hotel/welcome baskets**
- Food arrangements made for day-of preparation
- Save-the-date and invitations**
- Calligraphy, stuffing, stamping and mailing
- RSVP and menu tracking
- Location search, selection and correspondence for next day breakfast/brunch location
- Next day brunch planning and coordination*
- Wedding registry assistance
- Assisting with selection of wedding attire and accessories
- Providing name change information
- Announcing engagement and/or marriage in newspaper and/or sending out announcements**
- Coordinating an engagement party
- Assisting with planning the wedding shower(s), and/or gathering for the groom and groomsmen
- Assistance with gifts for the bridal party**
- Planning the rehearsal dinner party
- Honeymoon planning
- Sending out thank you cards**
- Assisting with change-of-address paperwork and procedures
- Research and plan activities and special events for out of town guests
- Assistance with parent gift search and selection**

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