



MYSSJANUARY EVENTS

## CONTACT US

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## MYSSJANUARY EVENTS



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

# EVENTS

# MYSSJANUARY

## *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*

(OUT OF STATE EVENTS WILL ASSESS ADDITIONAL TRAVEL FEES)

- 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*

(OUT OF STATE EVENTS WILL ASSESS ADDITIONAL TRAVEL FEES)

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
- 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