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## Two Mikes Event Planning Options

*Last Update: July 2008*

### *"Day Of" Package – Reception Only*

- Meet four weeks prior to wedding to finalize details and discuss timeline and vendor expectations (two hour consult)
- Personally contact each vendor to confirm arrangements and make sure they agree with timeline sent out two weeks before wedding day
- Provide a detailed event timeline for contracted vendors and wedding party
- Placement of centerpieces and place cards
- Provide wedding emergency kit
- Supervise and communicate with vendors throughout reception (four hours)
- Distribute final payments and tips to vendors, if needed
- Coordinate all reception details such as grand entrance, first dance, cake cutting, toasts, etc.
- Place personal items (bouquet, cake topper, cake knife, portrait, guest book, goblets and gifts in an area for bridal family or friends responsible for items

**\$500** *(plus menu prices, tax and gratuity)*

### *"Wedding Weekend" Package – Ceremony, Rehearsal, and Reception*

*This package includes all items in the "Day Of" package plus:*

- Rehearsal and ceremony assistance
- Supervise ceremony setup
- Arrive to wedding site two hours prior to ceremony to ensure a smooth day and oversee ceremony setup
- Light food and drink served to wedding party prior to ceremony
- Assist bride and attendants prior to ceremony
- Distribute attendants bouquets and toss items
- Direct seating of guests with ushers
- Supervise lineup for processional
- Bustle wedding dress before reception
- Transport small items from ceremony to reception

**\$700** *(plus menu prices, tax and gratuity)*

## *Pearl Package*

### ***Planning & Preparation***

Two consultations as needed per couple  
Final consultation one week before wedding

### ***Vendor Selection & Coordination***

Provide assistance with vendor selections  
Review all vendor contracts  
Attend one vendor consultation

### ***Rehearsal & Ceremony Coordination***

Coordinate ceremony and reception (eight hours on wedding day)

### ***Wedding Day Services***

Distribute attendant's bouquets and toss items  
Coordinate decoration of ceremony and reception sites  
Coordinate delivery of rental items  
Create bridal checklist and timeline  
Wedding emergency kit

### ***Rehearsal Dinner & Party Coordination***

Make rehearsal dinner arrangements

**\$1,000** (*plus menu prices, tax and gratuity*)

## *Silver Package*

### ***Planning & Preparation***

Provide personalized wedding budget and analysis  
Design wedding ideas and theme with couple  
Unlimited emails and phone calls for questions  
Six consultations as needed for couple  
Final consultation one week before wedding

### ***Vendor Selection & Coordination***

Provide assistance with vendor selection  
Review vendor contracts  
Attend three vendor and alteration appointments  
Deliver final payments to vendors

### ***Invitations & Stationary***

Advise on etiquette and invitation wording

### ***Ceremony & Reception Coordination***

Coordinate the rehearsal and ceremony (eight hours on wedding day)

### ***Wedding Day Services***

Coordinate delivery of rental items  
Distribute attendant's floral bouquets and toss items  
Create itineraries for bridal party

Coordinate decoration of ceremony and reception  
Bridal checklist and timeline  
Wedding day emergency kits  
Supervise and assist with vendor cleanup  
***Rehearsal Dinner & Party Coordination***  
Make rehearsal dinner arrangements  
**\$2,200** (plus menu prices, tax and gratuity)

## *Gold Package*

### ***Planning & Preparation***

Provide personalized wedding budget and analysis  
Design wedding ideas and theme with couple  
Unlimited emails and phone calls for questions  
Eight consultations as needed for couple  
Final consultation one week before wedding

### ***Vendor Selection & Coordination***

Provide assistance with vendor selection  
Review vendor contracts  
Attend five vendor and alteration appointments  
Deliver final payments to vendors

### ***Invitations & Stationary***

Advise on etiquette and invitation wording  
Assist with invitation selection and ordering

### ***Guest Accommodations***

Reserve guest accommodations for out-of-town guests

### ***Ceremony & Reception Coordination***

Coordinate the rehearsal and ceremony (ten hours on wedding day)  
Assist with menu selection and table layout/design

### ***Wedding Day Services***

Coordinate delivery of rental items  
Distribute attendant's floral bouquets and toss items  
Create itineraries for bridal party  
Coordinate decoration of ceremony and reception  
Bridal checklist and timeline  
Wedding day emergency kits

Supervise and assist with vendor cleanup

### ***Rehearsal & Party Coordination***

Make rehearsal dinner arrangements

**\$3,000** (plus menu prices, tax and gratuity)

## *Platinum Package*

### ***Planning and Preparation***

Complete wedding planning  
Provide personalized wedding budget and cost analysis  
Design wedding ideas and themes with couple  
Assist with selection of ceremony and reception location  
Unlimited consultations, e-mails and phone calls

### ***Vendor Selection & Coordination***

Assistance with vendor selection  
Review of vendor contracts  
Attend all vendor and alteration appointments  
Deliver final payments to vendors

### ***Invitations & Stationary***

Advise on etiquette and invitation wording  
Assist with invitation ordering  
Assembling, mailing & tracking of wedding responses

### ***Guest Accommodations***

Contact guests that have not RSVP'd  
Reserve accommodations for out of town guests  
Provide guest room amenities such as gift bags/baskets & other elements

### ***Ceremony & Reception Coordination***

Coordinate rehearsal and ceremony  
Assist with selection of menu and table layout/design

### ***Wedding Day Services***

Create itineraries for bridal party  
Distribute bridal party bouquets and tossing items  
Create checklist and timeline  
Emergency kit  
Oversee vendor clean-up

### ***Rehearsal Dinner and Party Coordination***

Make rehearsal dinner arrangements  
Assist with coordinating engagement parties and bridal showers

**\$4,300** *(plus menu prices, tax and gratuity)*

## *À La Carte Services*

*For the bride who prefers a customized package of services,  
no task is too big or too small; possibilities include:*

- Coordination of bachelor & bachelorette parties, post wedding brunches, and other pre or post wedding activities (site seeing tours, golf tournaments, etc.)

- Groom's help with honeymoon and rehearsal dinner plans
- Advice on etiquette, traditions, and protocol
- Centerpiece design
- Budgeting assistance
- Ceremony site location
- Wedding gown shopping (coordinating gown style with wedding formality and other elements of your special day)
- Shopping for decorations
- Setting up appointments
- Coordinating decorations
- Thank-you note composition and mailing
- Ceremony planning assistance
- Accompaniment to vendor appointments (photographer, videographer, florist, hotels, makeup, jewelers, churches, rental halls, musicians, disk jockeys, travel agents)
- Deliver of gifts and wedding accessories to bride's residence day after wedding
- Pickup and return of tuxedos day after wedding
- Coordination and planning of wedding showers
- And more!

**\$50 per hour** *(plus tax and gratuity)*

*Comparable services are available for other social events such as anniversaries, engagement parties, graduation parties, or dinner parties at home.*