

Our services include, but are not limited to the following:

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- Create event design, which serves as the blueprint for your event
- Create a custom budget spreadsheet
- Ongoing access to Marzee for professional advice and guidance with unlimited consultation via email and telephone
- Assistance with the venue search and contract negotiation
- Vendor referrals based on your design concept and budget (photography, videography, custom invitations, entertainment, lighting, officiants, music, etc)
- Set up and attend all venue/vendor meetings
- Mail vendor payments
- Scheduling/attendance of floral design meetings and any follow up meetings
- Reviewing of proposals and terms of final contracts with referred vendors
- Assistance with marriage license information
- Attendance at menu selection and details meeting with catering manager
- Assistance with wording of all stationery (invitations, programs, escort cards, etc)
- Design, print & mail "Save the Date" cards and wedding invitations
- Address invitations and keep track of RSVP's
- Suggest and order gifts for your bridal party and family
- Suggest and order guests' favors
- Arrange transportation for the day of event
- Reserve hotel blocks needed for your guests
- Suggest latest trends on bridal gowns & make appointments at wedding boutiques
- Refer talented hair stylists & makeup artists, set up trial appointments and create an itinerary for your bridesmaid's hair & makeup
- Reviewing and proofing of your Banquet Event Order (BEO)
- Contacting all service vendors for arrival times, review of contract particulars, venue's procedures of unloading, setup, and teardown
- Ordering and confirmation of all vendor orders and quantities on rental items
- Distribution of client approved timelines to all vendors one week prior to event
- Coordination of ceremony rehearsal with officiant, bridal party, and family and present detailed itinerary for the ceremony & reception
- Communication with banquet staff regarding setup and compliance of floor plans
- Instructing ushers on proper seating and program distribution
- Setup of all personal items such as toasting glasses, programs, favors, etc
- Working with musicians on timelines for formalities (first dance, cake cutting, etc)
- Ensure all party members are ready for the ceremony & reception as scheduled
- Direct wedding party down the aisle
- Management of final payments and gratuities to vendors
- One to two assistants in addition to your coordinator on event day
- Deliver any remaining items and gifts to your hotel after the reception