

# MAKE IT EXCEPTIONAL CO.



*Professional Wedding and Event Planning & Production Services*

612.267.2789

[www.makeitexceptional.com](http://www.makeitexceptional.com)

*Elite*

*Full Service Coordination*

*\$2,700*



## Budget and Payment Services

*Budget Analysis*

*Budget construction and implementation*

*Budget worksheets*

*Budget Tracking*

*Payment Tracking*

## Pre-Wedding Management Services

*Wedding planning checklist*

*Wedding To-Do Schedule from beginning planning to honeymoon*

*Vendor/Venue research and recommendations*

*Vendor/Venue Comparison Shopper Report*

*Vendor/Venue arrangements*

*Schedule vendor /venue appointments*

*On-site vendor inspections*

*Contract negotiations*

*Oversee vendor contract review and finalization*

*Communication with vendors on your behalf once they are contracted*  
*Contact lists*  
*Schedule and attend tastings and meetings with catering managers*  
*Meetings with caterer to discuss room set-up, flow of reception*  
*Meetings with catering managers to discuss deliveries, arrange schedules*  
*Confirmation with vendors for timelines*

### Guest Services

*Coordination of room blocks for wedding guests*  
*Assistance with Save-the-Date cards and hotel information for guests*  
*Assistance with map and location services for guests*

### Wedding Day Concept & Design Services

*Assist with selection of style and design of wedding decor*  
*Assist with style and design of reception decor*  
*Assist with menu creation/selection*  
*Assist with ceremony and reception room layout*  
*Assistance in selection of rehearsal, wedding and reception music*  
*Assistance with non-traditional wedding vows*

### Wedding and Reception Director Services

*Wedding day timelines, checklists and schedules*  
*Orchestrate florist, photographer, caterer, entertainment*  
*and other vendors that have key roles in participation*  
*Management services of reception facility to include:*  
*vendor arrivals, room set-up, favors, centerpieces,*  
*place cards, and supervision to assure everything runs smoothly*

### Rehearsal Services

*Attendance at rehearsal*  
*Rehearsal Directing*

### Day-Of Coordination & Management Services

*Full-day wedding coordination*  
*Wedding day itinerary for the bride, groom & wedding party*  
*Consultation with each participant of the wedding to assure everyone is comfortable with their*  
*designated duty*  
*Coordinate Usher responsibilities*  
*Provide guidance for guest book location, receiving line, and exit of Bride and Groom*  
*Assistance with processional and bridal party*  
*Pre-ceremony assistance for the bride, groom & wedding party*  
*"Bridal Suite" at wedding location creating a relaxing atmosphere for the bride, attendants and*

*family members*

*Emergency kit*

*Transport wedding accessories from ceremony to reception site*

*Assist with any special needs of bridal couple*

*Management services of limousine coordination for bridal couple and wedding party transportation*

### A la Carte Services Included

*Assist in selection of makeup artist, hair stylist and spa services*

*Extensive wedding and reception resource and idea database*

*Assistance with photographer and videographer to assure you get the shots you desire*

*Unlimited communication via email and phone before the wedding with consultant for any advice*

*Convenient appointments with consultant*

*Wedding etiquette*

*Discounted audio/visual services*

*Discounted wedding accessories*

*Discounted invitations, favors, wedding programs and thank you notes*

*Make It Exceptional Co.*

*901 South Third Street • Stillwater, Minnesota*

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