

MAKE IT EXCEPTIONAL CO.



Professional Wedding and Event Planning & Production Services

612.267.2789

www.makeitexceptional.com

Just Show Up

\$6,000



With this package, literally, you can just show up. The ultimate package that can take care of everything. This package is perfect for the destination bride coming to Minnesota or going somewhere else, saving time, effort and money. The price of \$6,000 includes all services included in the Premier Elite- All Inclusive Package in addition to the following selection of professional products and services, some necessary, and some original and unique to add the "wow" factor without having to even think about it.

♥Wedding Invitations

Choose from a large variety of beautiful and unique wedding invitations.

Remember...the assembly, addressing and mailing is also included in this package. (Postage not included).

♥Professional sound system and production engineer for ceremony

Also includes cd music for ceremony if desired.

♥Professional low-key DJ services
Cocktail hour, dinner music and dance music.

♥Professional lighting package for dinner reception or dance (both if in same room).
Adds color, depth and intensity to your celebration.
Design and colors will be custom designed for your event.

♥Fire Screen Package for guestbook or placecard area or cocktail hour.
One of the few found in the Twin Cities. Elegant and unique. Play your own slideshow, dvd, photos, or anything else you would like. Includes sound system for audio.

Budget and Payment Services

Budget Analysis
Budget construction and implementation
Budget worksheets
Budget Tracking
Payment Tracking
Distribution of Vendor Payments

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

Custom Personal Wedding Website, designed for you, with unlimited photographs and information to share important and fun information with guests; such as Engagement Information, Wedding Information and Directions, Rehearsal Information and Directions,

*Reception Information and Directions, Recommended Lodging and Room Blocks, Travel and Transportation Information, Gift Registries, Charity Donation Information, Things To Do in the area and allows guests to RSVP online and make their meal selection Address, accommodation and RSVP reports for all guests invited
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
Assembly, addressing and mailing of invitations to guests (does not include postage)
Complete RSVP services and tracking*

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
Assist with guest seating arrangements for wedding reception
Assistance in selection of rehearsal, wedding and reception music
Assistance with non-traditional wedding vows
Ideas for beautiful and unique wedding program wording and design
Ideas for creative reception "Menu" for your guests*

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

*Assistance and suggestions for rehearsal dinner
Coordination of rehearsal dinner
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 to ceremony and reception sites

Boxing up of all personal items of bride and delivering them to hotel suite

Assist with any special needs of bridal couple

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

A la Carte Items Included

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

Assistance with guest accommodations

Extensive wedding and reception resource and idea database

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

Complimentary toiletry baskets for reception restrooms

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

Convenient appointments with consultant

Wedding etiquette

Customized Planning Notebook

Discounted audio/visual services

Discounted wedding gown preservation

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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