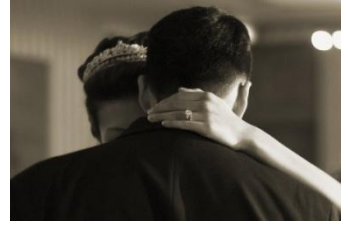


MAKE IT EXCEPTIONAL CO.



Professional Wedding and Event Planning & Production Services

612.267.2789

www.makeitexceptional.com

Modified Full Service Coordination

\$1,800



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

Meetings with caterer to discuss room set-up, flow of reception

Confirmation with vendors for timelines

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*

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
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

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