

MAKE IT EXCEPTIONAL CO.



Professional Wedding and Event Planning & Production Services

612.267.2789

www.makeitexceptional.com

Premier Elite

All-Inclusive Full Service Coordination

\$3,500



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
Discounted audio/visual services
Discounted wedding accessories
Discounted invitations, favors, wedding programs and thank you notes
Complimentary bridal suite basket*