



MOMENTS *By Marabella*

Month-Of Coordination

A Month-of Coordination package focuses on the final month leading up to the event, ensuring everything is in place and running smoothly. This package is ideal for clients who have done most of the planning themselves but need expert assistance in the final stretch to ensure a seamless event.

Initial Consultation:

Review of your event plans and vision
Discussion of logistics and any outstanding details

Vendor Communication:

Reaching out to all vendors to confirm details and arrangements
Ensuring all vendors are on the same page for the event day

Timeline Development:

Creating a comprehensive day-of timeline
Coordinating the schedule for all events and activities

Venue Walkthrough:

Conducting a walkthrough of the venue to finalize layout and logistics
Discussing access times and any venue-specific requirements

Guest Management:

Assisting with final guest count and seating arrangements
Addressing any last-minute guest inquiries

Rehearsal Coordination:

Organizing and leading the rehearsal to ensure everyone understands their roles
Addressing any questions or concerns from the bridal party

Day-Of Coordination:

On-site management throughout the event
Overseeing the setup, and execution of the event

Vendor Liaison:

Acting as the main point of contact for all vendors on the event day
Managing any issues or adjustments as they arise

Logistics Management:

Ensuring timely arrival of all vendors and equipment
Overseeing transportation and any additional logistics

Ongoing Support:

Providing guidance and support throughout the planning process
Availability for any questions or concerns as needed

\$2,500



MOMENTS *By Marwella*

Full-Service Planning

A Full-Service Planning package includes comprehensive planning and management services for the entire year leading up to the event. This package is ideal for clients who want thorough, year-long support to ensure every detail is meticulously planned and executed.

Initial Consultation:

Understanding your vision, style, and preferences
Discussing budget and priorities

Budget Management:

Creating and maintaining a comprehensive budget
Regular updates and adjustments as needed

Venue Selection:

Researching and recommending suitable venues
Coordinating site visits and negotiations

Vendor Coordination:

Providing a curated list of trusted vendors
Managing contracts and communication with all vendors

Event Design:

Assisting with theme development and decor ideas
Creating mood boards to visualize your concept

Timeline Creation:

Developing a detailed event timeline from start to finish
Ensuring all vendors are aligned with the schedule

Logistics Coordination:

Overseeing transportation, accommodations, and any required permits
Ensuring all equipment and materials are delivered on time

Rehearsal Coordination:

Managing the rehearsal to ensure everyone knows their roles
Addressing any last-minute details or changes

Day-of Coordination:

On-site management to ensure everything runs smoothly
Acting as the main point of contact for all vendors and guests

Ongoing Support:

Providing guidance and support throughout the planning process
Available for questions and consultations as needed

\$4,000