



MerryMakers Full Wedding Planning Services

- Meet with MerryMakers in person, via phone, via email.
- Provide you with a checklist as well as other pertinent information as it applies to marriage license as an example.
 - We will assist with budgeting and helping you to prioritize categories.
- Provide design overview management/procurement using your input to create visions for you
 - o Within this we work with your florist and others invited in for implementation of design so that your day reflects the two of you in each detail
 - o We will assist with linen, other rental items, and possible custom items as part of design aesthetic
 - o We will work with rental companies to provide an order and plans that reflect your vision and budget
 - Vendor Selection advice, availability, vetting and contracting.
 - Venue Selection including site visits, previews etc
 - Assistance in paperie selections (including possible designers/vendors)
 - We will meet in collaboration with your venue.
 - Assistance with transportation selection and scheduling
 - Assist with additional room blocks as needed.
- Creation of floor plans for the reception, we create on Aisle Planner, which is a software platform
- Use of Aisle Planner for our collaborative planning, (we can work on your design, timeline, seating, notes for setup and other collaborative items) Meet with MerryMakers via phone, email or in-person (not restricted)
 - Provide you with a timeline checklist curated by MerryMakers
 - Venue site survey
 - Creation of floor plans for the reception and site plan overview
 - Use of Aisle Planner Platform for our collaborative planning;
<https://www.aisleplanner.com/>
 - independently, budgeting, design, notes etc)
- Creation of detailed itinerary/timeline of the weekend events using your
 - procured contracts
 - Onsite event manager and support staff
 - Vendor communication as event draws near
 - Ceremony rehearsal management

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Onsite Details

- Coordinate wedding party lineup and other details of ceremony
- Set up your personal items including escort & place cards, gift table, signage; (Décor install within reason and may require additional services)
- There to answer questions by vendors and others and work as a team to facilitate set up (set up and take down of furnishings provided by venue or contracted with rental company or may require additional services). If you have secured rentals (which we will preview and advise on) we ask that you add set and strike to your order if needed
 - Vendor oversight and team management
- Will place items for the ceremony and ready the ceremony venue (Not installations)
 - Manage the flow of the evening and management of the itinerary/timeline
- Planning, coordination of one additional event (onsite services subject to additional fees which we will negotiate if needed) such as brunch, wine tour, bridal luncheon, golf outing, rehearsal dinner.
 - Menu design (attend tastings and collaborating meetings)
- We will finish the evening with you to finalize loading and or pickup of your items

Additional Services Available as an Add On Service

- Assist with seating of guests within Aisle Planner as needed.
 - Ordering, assembling, and sending invitations.
 - Website Building
- Assembly and delivery of gift baskets to area hotels (with confirmation of guests within the hotel block)
- Planning, coordination for additional events (example, a wine tour, brunch, a golf outing and more)
 - Other ideas to be determined.