



MerryMakers Partial Planning Services

- Meet with MerryMakers via phone, email or in-person (not restricted)
 - Provide you with a timeline checklist
- Assist with vendors not yet secured (meaning you have the majority secured
 - and possibly there are a couple outstanding)
 - Venue site survey
 - Design overview assist (tablescape, rentals, linens)
 - Creation of floor plans for the reception and site plan overview
 - Use of Aisle Planner Platform for our collaborative planning
- <https://www.aisleplanner.com/> (included on this site if you would like to use
 - 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

Onsite Details

- 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 which we can go over)
 - Vendor oversight and team management
 - Will place items for the ceremony and ready the ceremony venue
 - Coordinate wedding party lineup and other details of ceremony
- Manage the flow of the evening and management of the itinerary/timeline
 - Will finalize end of evening details (example, packing/loading of gifts)