

# Mary Isabel Events

wedding  corporate  more

# Day of Coordination

Starts at \$2,500

THIS PACKAGE IS PERFECT FOR THOSE WHO HAVE THE PLANNING UNDER CONTROL & ARE LOOKING FOR SOMEONE TO TAKE CARE OF THE DAY OF COORDINATION. WE GOT YOU!

## SERVICES INCLUDED

PLANNER COMMUNICATION WITH ALL VENDORS 1-2 MONTHS PRIOR TO EVENT

TIMELINE CREATION WITH YOU & YOUR VENDORS TO ENSURE A SEAMLESS EVENT

ALL DAY OF EVENT COORDINATION WITH VENUE & VENDORS

ONSITE DAY BEFORE THE EVENT TO MANAGE ANY VENDOR LOAD-IN

PRODUCTION OF EVENT PROGRAM FROM SETUP THROUGH BREAKDOWN

COORDINATION OF ENTIRE WEDDING PARTY PRIOR TO THE CEREMONY & THROUGHOUT RECEPTION

CEREMONY & RECEPTION COORDINATION

UNLIMITED CONTACT WITH PLANNER DURING WEDDING WEEK

# Partial Event Planning

Starts at \$3,500

THIS PACKAGE IS PERFECT FOR THOSE COUPLES WHO FEEL COMFORTABLE BEING IN THE DRIVER'S SEAT FOR WEDDING PLANNING. WE'LL HOLD YOUR HAND WHERE YOU NEED US TO

## SERVICES INCLUDED

RESEARCH VENUES AND VENDORS

COLLABORATE ON AN EVENT TIMELINE AND SCHEDULE FOR THE DAY

COORDINATION OF CONTRACTS WITH VENUE AND VENDORS

MENU PLANNING WITH YOU & YOUR CATERER

COMMUNICATION WITH VENUE AND VENDORS REGARDING DAY OF EVENT LOAD-IN & LOAD-OUT

WEDDING DESIGN COORDINATION AS NEEDED

\* ADD DAY OF EVENT COORDINATION TO THIS PACKAGE

# Full Event Planning

Starts at \$4,500

THIS PACKAGE IS PERFECT FOR THOSE COUPLES WHO ARE IN NEED OF FULL SERVICE WEDDING PLANNING FROM START TO FINISH

## SERVICES INCLUDED

RESEARCH VENUES & VENDORS

MAIN POINT OF CONTACT FOR VENUE & VENDORS

FULL WALKTHROUGH OF VENUES & GUIDANCE  
SELECTING VENDORS

COORDINATION WITH VENDORS AND VENUE  
THROUGHOUT THE ENTIRE PLANNING PROCESS

CREATE AN EVENT TIMELINE FOR THE DAY & WORK  
WITH VENDORS ON DAY OF COORDINATION

MENU PLANNING WITH YOU & YOUR CATERER

WEDDING DESIGN COORDINATION & PLANNING

BUDGET MANAGEMENT THROUGHOUT THE PLANNING  
PROCESS

DAY OF EVENT COORDINATION INCLUDED

# Corporate Package

Custom Pricing

OUR CORPORATE PACKAGES INCLUDE FULL EVENT  
PLANNING SERVICES

## SERVICES INCLUDED

RESEARCH OF VENUES & VENDORS

SITE TOURS & COMMUNICATION BETWEEN VENDORS  
& CLIENT

ASSISTANCE WITH MARKETING & SPONSORSHIPS

EVENT TIMELINE PLANNING

FLOOR PLAN COORDINATION

DAY OF EVENT COORDINATION INCLUDING LOAD-IN,  
LOAD-OUT, SETUP & BREAKDOWN

ATTENDANCE IN MEETINGS AS REQUESTED

# Bachelorette Weekend

1,500

## PLANNING ONLY SERVICES INCLUDED

BOOKING ALL HOTEL RESERVATIONS

FIND THE BEST AIRFARE RATES & ASSIST WITH  
BOOKING FLIGHTS/TRANSPORTATION

BOOK ALL RESERVATIONS FOR DINNER, BARS,  
CLUBS, AND ALL ENTERTAINMENT

BOOK PARTY BUSES/LIMOS AS NEEDED

CREATE CUSTOMIZED GIFT BAGS FOR YOUR GROUP  
ORDER ITEMS AND PUT TOGETHER FOR YOU

## ADD ON: PLANNER TRAVELS WITH YOU

1,500

PLANNER WILL TRAVEL WITH YOU & YOUR GROUP TO  
YOUR LOCATION

FULL SET UP OF HOTEL ROOMS/PARTY BUS WITH  
DECOR/GIFT BAGS PRIOR TO PARTY'S ARRIVAL

ADDITIONAL COORDINATION AS NEEDED FOR  
DINNERS, SET UP DECOR, DRINKS ETC