



Wedding Planning Packages

Wedding Management

Investment \$875

{GENERAL}

- Unlimited calls and emails throughout entire planning process
- Accompany you to one vendor meeting if desired
- Access to task list
- Access to McKee Events decor rentals
- Creation of custom floor plan, timeline, & detailed setup list

{INITIAL MEETING}

- Get to know you and your vision for your wedding
- Review planning resources
- In person if desired

{PLANNING MEETING}

- Virtual planning meeting around the 4-6 month mark to review planning details

*Events over 175 guests or with multiple venue locations require a second assisting planner at \$200

{VENUE WALKTHROUGH}

- Between the 1-3 month mark, we will meet in person for a venue walkthrough
- Following the walkthrough we will finalize planning and design details

{WEEK OF}

- Collection of personal decor items
- Answer any final questions
- Direction of rehearsal - 1 hour

{DAY OF}

- Assist with decorating the ceremony and reception site
- Directing vendors and vendor setup
- Maintaining the timeline for the day
- Distribution of gratuities
- Assist with cleanup and packing personal belongings
- Emergency kit on hand

Partial Planning

Investment \$1275

{GENERAL}

- Includes all services offered in Wedding Management package
- Accompany you to three vendor meetings if desired
- Access to planning guide
- 10% off McKee Events decor rentals
- Discount on custom vinyl services

{PLANNING MEETINGS}

- Two, in person, planning meetings following the initial meeting and prior to the venue walkthrough (1 hour)

{BUDGET GUIDANCE}

- Custom budget creation based off needs and overall budget
- Access to payment tracking template

{VENDORS}

- suggested vendors list
- help selecting vendors as needed
- review of contracts as needed
- will obtain rental quote
- creation of detailed floral needs list for use inquiring with florist

{DESIGN}

- Color palette selection with mood board
- Floral design board
- Help selecting and sourcing decor
- Custom tablescape sketches for visual guide

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A La Carte

{REHEARSAL DINNER}

- Starts at \$500
- Researching location for the rehearsal dinner
- Booking vendors for the rehearsal dinner & requesting quotes from vendors
- Preparing and mailing invitations
- Maintaining guests invitation list and RSVP list
- Attending the dinner to ensure proper execution of details

{TRACK RSVP's}

- \$100

{WEDDING TIMELINE}

- \$150
- A detailed customized wedding schedule that begins the day before your wedding .
- Different pdf versions of the schedule for Bridesmaids, Groomsmen, Parents, Grandparents, Vendors, Etc.
- You can print these off and hand everyone a copy at rehearsal or email them a copy before the wedding day.

{FLOOR PLAN}

- \$150
- Creation of floor plan layout for event