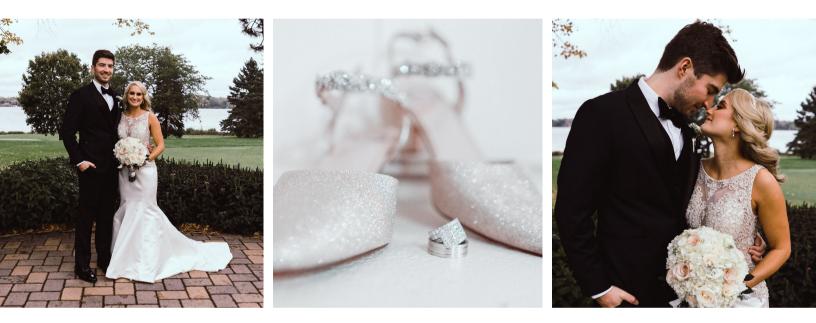


EVENTS BY JESS

WEDDING PLANNING | EVENT DESIGN | COORDINATION



Wedding Coordinator

Events by Jess is a wedding planning, event design and coordination company based in Minneapolis + Saint Paul, MN. I am here to create unforgettable moments for couples in which they can remember forever. My goal is to turn your dream into a reality.

www.eventsbyjessmn.com | hello@eventsbyjessmn.com

Wedding Coordination

 \bullet Complimentary Consultation

Choice of 8, 10, or 12 hours of service on your wedding day

One Planning Meeting 2 months before wedding to review details, vendors, timeline, and decor.

One Planning Meeting 2 weeks before the wedding to finalize details

Manage wedding vendors per your instructions and will connect with all vendors 2 weeks before the wedding.

 will be available by telephone during the entire wedding day to assist vendors with questions.

Will set up décor, table numbers, place cards, favors, toasting glasses and serving set per your instructions.

Organize and distribute all personal flowers to wedding party & family members and will help pin boutonnieres.

✤ Manage wedding party

Facilitate the wedding ceremony on the day of the wedding and will cue processional and music

Will coordinate entertainment and announcements during reception

Work with Caterer and Venue to confirm food timing and logistics

✤ Coordination of the Grand March, Welcome, Toasts/Speeches,

first dances, cake cutting, bouquet/garter toss, etc.

Distribution of gratuities to vendors