



# EVENTS BY JESS

WEDDING PLANNING | EVENT DESIGN | COORDINATION



## Wedding Planning

From start to finish, I will work with you to make your dream wedding become a reality! Your wedding is uniquely yours, which is why Events by Jess offers customized planning services to meet your personal needs. I believe that love is in the details, so I work closely with you to design your fairytale wedding. Whatever level of service you need, from design to wedding management to full production, I'd love to get to know you and your love story.

[www.eventsbyjessmn.com](http://www.eventsbyjessmn.com) | [hello@eventsbyjessmn.com](mailto:hello@eventsbyjessmn.com)

# Full Service Planning

- ❖ Complimentary Consultation
- ❖ Unlimited contact via phone & email from time of booking for advice and guidance
- ❖ Access to Aisle Planner Wedding Planning Software
- ❖ Unlimited in-person planning time (may include: site visits, vendor meetings, general planning meetings, etc.)
- ❖ 12 hours of service on your wedding day with two coordinators (one lead planner & one assistant)
- ❖ Budget review
- ❖ Creation and management of a personalized wedding checklist
- ❖ Assistance in developing a color scheme, theme and décor ideas
- ❖ Research and recommend all venue and vendor options
- ❖ Will review all vendor contracts
- ❖ Assist with creation of wedding day timeline
- ❖ Assist with creation of ceremony precession
- ❖ Catering + Menu Selection
- ❖ Creation of ceremony & reception floor plans
- ❖ Selection and working on wedding save the dates, invitations, programs, menu cards, place cards, etc.
- ❖ Assist with running the rehearsal
- ❖ Creation of vendor contact list and setup list
- ❖ Vendor confirmation (2 weeks prior to wedding)
- ❖ Organization and cuing of wedding party for processional on wedding day
- ❖ Help with seating arrangements and place settings
- ❖ Set-up of personal display and decor items for ceremony & reception (programs, place cards, guest book, photos and centerpieces)
- ❖ ... and more!

# Partial Planning

The Partial Planning Package is perfect for couples that have the majority of their vendors booked, but are needing help putting together all the pretty little details.

- ❖ Complimentary Consultation
- ❖ Unlimited contact via phone & email from time of booking for advice and guidance
- ❖ Access to Aisle Planner Wedding Planning Software
- ❖ 5 hours of in-person planning time (may include: site visits, vendor meetings, general planning meetings, etc.)
- ❖ 12 hours of service on your wedding day with two coordinators (one lead planner & one assistant)
- ❖ Creation and management of a personalized wedding checklist
- ❖ Assistance in wedding design
- ❖ Assist with creation of wedding day timeline
- ❖ Assist with creation of ceremony precession
- ❖ Creation of ceremony & reception floor plans
- ❖ Assist with running the rehearsal (included if date is available)
- ❖ Creation of vendor contact list and setup list
- ❖ Vendor confirmation (2 weeks prior to wedding)
- ❖ Organization and cuing of wedding party for processional on wedding day
- ❖ Help with seating arrangements and place settings
- ❖ Set-up of personal display and decor items for ceremony & reception (programs, place cards, guest book, photos and centerpieces)
- ❖ ... and more!