
Two Mikes Event Planning Options

Last Update: July 2008

"Day Of" Package – Reception Only

- Meet four weeks prior to wedding to finalize details and discuss timeline and vendor expectations (two hour consult)
- Personally contact each vendor to confirm arrangements and make sure they agree with timeline sent out two weeks before wedding day
- Provide a detailed event timeline for contracted vendors and wedding party
- Placement of centerpieces and place cards
- Provide wedding emergency kit
- Supervise and communicate with vendors throughout reception (four hours)
- Distribute final payments and tips to vendors, if needed
- Coordinate all reception details such as grand entrance, first dance, cake cutting, toasts, etc.
- Place personal items (bouquet, cake topper, cake knife, portrait, guest book, goblets and gifts in an area for bridal family or friends responsible for items

\$500 *(plus menu prices, tax and gratuity)*

"Wedding Weekend" Package – Ceremony, Rehearsal, and Reception

This package includes all items in the "Day Of" package plus:

- Rehearsal and ceremony assistance
- Supervise ceremony setup
- Arrive to wedding site two hours prior to ceremony to ensure a smooth day and oversee ceremony setup
- Light food and drink served to wedding party prior to ceremony
- Assist bride and attendants prior to ceremony
- Distribute attendants bouquets and toss items
- Direct seating of guests with ushers
- Supervise lineup for processional
- Bustle wedding dress before reception
- Transport small items from ceremony to reception

\$700 *(plus menu prices, tax and gratuity)*

Pearl Package

Planning & Preparation

Two consultations as needed per couple
Final consultation one week before wedding

Vendor Selection & Coordination

Provide assistance with vendor selections
Review all vendor contracts
Attend one vendor consultation

Rehearsal & Ceremony Coordination

Coordinate ceremony and reception (eight hours on wedding day)

Wedding Day Services

Distribute attendant's bouquets and toss items
Coordinate decoration of ceremony and reception sites
Coordinate delivery of rental items
Create bridal checklist and timeline
Wedding emergency kit

Rehearsal Dinner & Party Coordination

Make rehearsal dinner arrangements

\$1,000 (*plus menu prices, tax and gratuity*)

Silver Package

Planning & Preparation

Provide personalized wedding budget and analysis
Design wedding ideas and theme with couple
Unlimited emails and phone calls for questions
Six consultations as needed for couple
Final consultation one week before wedding

Vendor Selection & Coordination

Provide assistance with vendor selection
Review vendor contracts
Attend three vendor and alteration appointments
Deliver final payments to vendors

Invitations & Stationary

Advise on etiquette and invitation wording

Ceremony & Reception Coordination

Coordinate the rehearsal and ceremony (eight hours on wedding day)

Wedding Day Services

Coordinate delivery of rental items
Distribute attendant's floral bouquets and toss items
Create itineraries for bridal party

Coordinate decoration of ceremony and reception
Bridal checklist and timeline
Wedding day emergency kits
Supervise and assist with vendor cleanup
Rehearsal Dinner & Party Coordination
Make rehearsal dinner arrangements
\$2,200 (plus menu prices, tax and gratuity)

Gold Package

Planning & Preparation

Provide personalized wedding budget and analysis
Design wedding ideas and theme with couple
Unlimited emails and phone calls for questions
Eight consultations as needed for couple
Final consultation one week before wedding

Vendor Selection & Coordination

Provide assistance with vendor selection
Review vendor contracts
Attend five vendor and alteration appointments
Deliver final payments to vendors

Invitations & Stationary

Advise on etiquette and invitation wording
Assist with invitation selection and ordering

Guest Accommodations

Reserve guest accommodations for out-of-town guests

Ceremony & Reception Coordination

Coordinate the rehearsal and ceremony (ten hours on wedding day)
Assist with menu selection and table layout/design

Wedding Day Services

Coordinate delivery of rental items
Distribute attendant's floral bouquets and toss items
Create itineraries for bridal party
Coordinate decoration of ceremony and reception
Bridal checklist and timeline
Wedding day emergency kits

Supervise and assist with vendor cleanup

Rehearsal & Party Coordination

Make rehearsal dinner arrangements

\$3,000 (plus menu prices, tax and gratuity)

Platinum Package

Planning and Preparation

Complete wedding planning
Provide personalized wedding budget and cost analysis
Design wedding ideas and themes with couple
Assist with selection of ceremony and reception location
Unlimited consultations, e-mails and phone calls

Vendor Selection & Coordination

Assistance with vendor selection
Review of vendor contracts
Attend all vendor and alteration appointments
Deliver final payments to vendors

Invitations & Stationary

Advise on etiquette and invitation wording
Assist with invitation ordering
Assembling, mailing & tracking of wedding responses

Guest Accommodations

Contact guests that have not RSVP'd
Reserve accommodations for out of town guests
Provide guest room amenities such as gift bags/baskets & other elements

Ceremony & Reception Coordination

Coordinate rehearsal and ceremony
Assist with selection of menu and table layout/design

Wedding Day Services

Create itineraries for bridal party
Distribute bridal party bouquets and tossing items
Create checklist and timeline
Emergency kit
Oversee vendor clean-up

Rehearsal Dinner and Party Coordination

Make rehearsal dinner arrangements
Assist with coordinating engagement parties and bridal showers

\$4,300 *(plus menu prices, tax and gratuity)*

À La Carte Services

*For the bride who prefers a customized package of services,
no task is too big or too small; possibilities include:*

- Coordination of bachelor & bachelorette parties, post wedding brunches, and other pre or post wedding activities (site seeing tours, golf tournaments, etc.)

- Groom's help with honeymoon and rehearsal dinner plans
- Advice on etiquette, traditions, and protocol
- Centerpiece design
- Budgeting assistance
- Ceremony site location
- Wedding gown shopping (coordinating gown style with wedding formality and other elements of your special day)
- Shopping for decorations
- Setting up appointments
- Coordinating decorations
- Thank-you note composition and mailing
- Ceremony planning assistance
- Accompaniment to vendor appointments (photographer, videographer, florist, hotels, makeup, jewelers, churches, rental halls, musicians, disk jockeys, travel agents)
- Deliver of gifts and wedding accessories to bride's residence day after wedding
- Pickup and return of tuxedos day after wedding
- Coordination and planning of wedding showers
- And more!

\$50 per hour *(plus tax and gratuity)*

Comparable services are available for other social events such as anniversaries, engagement parties, graduation parties, or dinner parties at home.