

Mockingbird Manor

	DAY OF COORDINATION	STYLING	DESIGN + STYLING	FULL PLANNING
BRIDE + GROOM SUPPORT				
Management of ring	★			★
Oversee guestbook	★			★
Hold wedding license	★			★
Shared budget spreadsheet to track costs from beginning to end				★
Review all contracts				★
VENDOR MANAGEMENT				
Communicating with vendors such as florist, rental companies, cake stylist, etc. to guarantee successful execution of vision			★	★
Oversee all wedding day deliveries	★			★
Deliver payment to vendors requiring payment the day of the wedding	★			★
Serves as main vendor contact throughout the wedding planning process				★
Vendor recommendations, negotiations, and bookings				★
Handling of payment to all vendors				★

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BRIDAL PARTY COORDINATION				
Direct the wedding party so they are in the proper place at the proper time	★			★
Line up the bridal party	★			★
Ensures bridal party is looking perfect before walking down the aisle.	★			★
Organize the bridal party and guests for the Grand Entrance and Exit	★			★
Transport all personal items from ceremony to reception	★			★
EVENT SUPPORT				
Assist in-room flip (if applicable)	★			★
Coordinate events and announcements throughout the reception	★			★
POST EVENT SUPPORT				
Deliever all gifts, toasting flutes, cake cutter, guest book or sign in, unity candle & pictures to the proper vehicle	★			★
Coordinate load-out				★

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	DAY OF COORDINATION	STYLING	DESIGN + STYLING	FULL PLANNING
DESIGN + STYLING				
Styling and decorating of the ceremony site with decor rented or purchased by the bride		★	★	★
Styling and decorating of the rehearsal site with decor rented or purchased by the bride		★	★	★
TIME + AVAILABILITY				
Max of 8 hours on site throughout the weekend		★	★	★
One meeting with the bride & groom about their original vision for the day		★	★	★
Multiple meetings to develop a design plan			★	★
Unlimited meetings and communication between the MBM team and bride & groom				★
Unlimited hours for wedding weekend				★
General advice and consultation				★
OTHER				
Provide wedding emergency kit	★			★
Insider tips and tricks to achieve your desired look			★	
Shared Pinterest Board to have a visual mood board for the event			★	★
Dealing with any unforeseen hiccups				★
PRICING	\$1,000*	\$500	\$1,000	\$3,000

*\$200 off Day of Coordination package for events hosted at Mockingbird Manor