

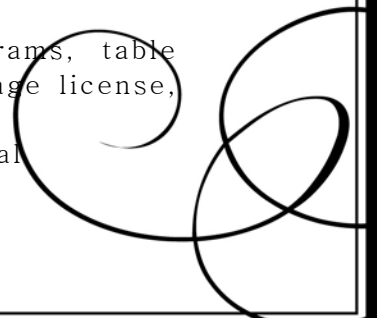
{MOIRA}EVENTS

DESIGN AND COORDINATION

May we cut in?

This package is designed for the couple who can plan bits and pieces of their wedding, but would like the Moira team to assist with the design development, vendor selection and be unlimited professional advice during the planning process.

- initial consultation, brainstorming & design session. We work with you to develop your theme and narrow down your design selections during your planning process.
- Budget development and management assistance
- vendor suggestions based on budget & design including chair rental, musicians, lounge furniture, lighting, dance floor, photographer, videographer, etc.
- 2-3 arranged floral meetings and attendance of follow up meetings
- unlimited counsel from coordinator or assistant throughout your planning process
- assume responsibility of coordination following signed contracts with all vendors. contracts & vendors selected by bride
- confirmation of vendor orders and quantities
- review of Banquet Event Order (BEO)
- attend any tastings and banquet set up meeting with catering manager and client
- favor selection
- assist in etiquette advisement and proofing of save the dates, invitations, and ceremony programs
- take over communication with vendors along side or in lieu of bride
- attend vendor meetings in lieu of or along side bride
- meeting six months, three months, and one month prior to event to confirm vendors, review event details and wedding weekend itinerary
- design of ceremony layout and timeline
- coordination of rehearsal
- minute by minute itinerary created my {Moira}
- distribute itinerary to vendors, family and bridal party
- final communication with vendors to confirm times, delivery and contacts one week prior to event
- obtain and distribute final payments and gratuities for all vendors
- review layout design for ceremony and reception including table seating arrangements and table numbers
- obtain wedding accessories such as guest book, programs, table numbers, seating cards, cake cutter, toasting flutes, marriage license, favors, etc
- review ceremony order with bride & groom prior to rehearsal



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- orchestrate ceremony with officiant or pastor
- review ceremony site and set up
- overview distribution of personal flowers to wedding party and designated family members
- ensure arrival of all vendors
- manage timing of ceremony and direct wedding party through ceremony
- personal assistance to bride and groom
- emergency bridal kit present at all times
- verify and oversee that designated individuals take bride and groom's personal items and/or gifts from ceremony to reception site
- oversee cocktail reception and dining room site décor' set up by site staff
- assist guests in finding seating arrangements
- layout of place cards
- manage timing of all necessary and traditional events, as requested
- work with photographers and entertainers to insure all reception events occur on a timely basis and all required photos or videos are taken
- confirm all wedding items such as cake knife and server, toasting glasses, gifts, etc. are provided to responsible individuals as designated for return to the bride and groom
- assist in distribution of floral centerpieces to appropriate guests, *if so designated*, as gifts from the bride and groom
- confirm all vendors are paid in full or as specified by contracts prior to conclusion of event

every package includes one assistant. Some venues or set ups, including those with multiple locations, may require an additional assistant.

Package starting at \$3,200

