

SERVICE	EXPLANATION
100 Miles of travel	travel credit can be used for day of, rehearsal and any other travel balances acquired during planning period
24/7 Access to Personalized Wedding Planning Workbook	the workbook includes all details we discuss during meetings, vendor info, task lists, notes, etc. This allows you access to the document 24 hours a day, 7 days a week.
Accompaniment to open houses and bridal shows	should you like me to accompany you to bridal shows and open houses to meeting vendors, enter giveaways, etc, this will allow me to be there for you.
All events 30 days prior	planning, decor, cleanup and coordination of any and all events in the 30 days leading up to your wedding date. Bachelorette, bridal shower, wedding shower, rehearsal dinner, etc.
Appointment Setting	I will contact vendors and stores for you to set up appointments for you. Your time is valuable and you don't need to be on the phone with someone going back and forth trying to figure out when you are both available.
Assistance with clean up to venue standards and time limits	Most venues charge a cleaning deposit, I will assist with the cleaning process and stay to do the final walkthrough with the venue to assure you will receive your deposit back. Venues also have set time limits on cleanup and we must be out by a certain time, I will make it my mission to make sure we are out on the agreed upon time limit to avoid any overage charges.
Assistance with table and chair set up	Many venues require that you set up your own tables and chairs. Or maybe you had to rent chairs for outdoors. I can help with set up and breakdown.
Assistant Included	My pricing allows for me to have an assistant attend your wedding as well as myself. Having an assistant there is extremely important and necessary for most events in order to decorate everything in a timely manner and also assist with cleanup to get us out on time.
Attendance at Bridal Fittings	I will attend your dress shopping, bridal fittings, etc. Sometimes it helps to have someone professional but also on your side there to help with the many opinions you'll be receiving from friends and family.
Attendance at Bridesmaid Fittings	I will attend your dress shopping, bridesmaid fittings, etc. Sometimes it helps to have someone professional but also on your side there to help with the many opinions you'll be receiving from friends and family.
Attendance at Groom Fittings	I will attend your suit shopping, suit fittings, etc. Sometimes it helps to have someone professional but also on your side there to help with the many opinions you'll be receiving from friends and family.

Attendance at Groomsmen Fittings	I will attend your suit shopping, suit fittings, etc. Sometimes it helps to have someone professional but also on your side there to help with the many opinions you'll be receiving from friends and family.
Attendance at Vendor meetings	When you meet with vendors, you want to be prepared, you want to ask specific questions and more importantly find out if someone is perfect for your big day. I consider the vendors we hire, a part of my team so allowing me to attend meetings with them will give me the chance to make sure we are all on the same page and will be able to do the BEST job when your day comes.
Bridal/Groom suite clean up	Other than packing personal effects, choosing this item will allow me to assist in bridal/groom suite clean up. This includes: bride/groom belongings, food, lost items, etc. Should I be left to do this without this being included in your package, there is a \$200 fee.
Budget Analysis and guidance	Weddings can be expensive, you want to make sure you are spending your money in the right places. Having this in your package will allow me to sit down with you, discuss your budget and find out where you are wanting to spend vs where you will splurge. I will create a budget sheet for you to maintain through the wedding planning period.
Budget Tracking and guidance	Weddings can be expensive, you want to make sure you are spending your money in the right places. Having this in your package will allow me to sit down with you, discuss your budget and find out where you are wanting to spend vs where you will splurge. I will create a budget sheet which I will maintain through the wedding planning period. I will also set reminders of when your balances are due and remind you to make payments.
Ceremony Planning and Coordination	Together, we will plan the order in which your entire wedding party will walk down, where they will stand or sit and more. We will also discuss music cues. When the time comes, I'll be the one at the door, telling them when to walk.
Communication with wedding party via text messgae group	If you have a lot of girls in your group who need reminders for bridal fittings, etc. this is a perfect tool for us to use together. I will create a group with your entire wedding party and give advice, reminders, countdowns, and just generally get to know them so that I don't seem like a stranger on wedding day!

Decor Set up and Tear Down	This is pretty self explanatory. I will arrive as early as possible, unpack and decorate the venue to your specifications. At the end of the night, I'll pack everything back up in the boxes they came in and gather them in an area for your designated people to pack into cars.
Detail and Decor design	If you're struggling on what you want your wedding to look like, which centerpieces you want, etc. This will allow me to help. I can use your colors, desired theme and vibe to create at least four different design options for you to choose from. Unless you just want to hand over the reins and tell me to take care of it!
Detailed Itinerary and Contact List	Having a detailed itinerary is extremely important. My itineraries are much more than just the times things are happening. My itineraries include: vendor arrival and departure times, contact info, song choices, highlights of the nights, packing info and more. I will send this out to all vendors the Tuesday before your event as well as bring hard copies with me for all vendors to have.
Detailed Task lists during the planning period	When we meet, we will talk about things you need to complete before our next meeting. I will email you notes and tasks from our meeting with a deadline to keep us on track. This is EXTREMELY helpful for my clients.
DOC	Day Of Coordination can include anything and everything from directing vendors to making sure your Uber arrives at the right time. From contacting a late vendor to ordering back up pizza because your caterer is ghosting us. From cutting the cake to cutting your uncle off at the bar. From cleaning up spills to sewing your bridesmaid into her broken dress. Just know that you can take comfort in knowing that I will do just about anything to make your day perfect.
Emergency Kit	I have a LARGE emergency kit filled with any and everything you could need on your wedding day. Steamer, stapler, nice pens for the guestbook, command strips, scissors, duct tape, masking tape, scotch tape, body tape. Sewing kits, lint rollers, lighters, bobby pins, boutonniere pins, Tide pens. You name it, I probably have it.

Emergency Proxy on wedding day	If something like a tornado or a fire should happen on your wedding day, I'll be the one to know where the shelter or exits are and I will direct people to safety.
Floor Planning	When we tour your venue, we will discuss the best possible layout for the space. I will also complete an Allseated pdf for the venue and vendors to have, including details like where we will set up the cake table, photo booth, dj, etc.
Getaway Car booking and coordination	Should you feel the need to leave in style, I will help with booking your getaway car. I will help find a vendor, meet them at the door, pack your getaway bags in your car and send you on your way!
Guidance and assistance with packing and loading after the reception	Once the fun is over, I will confer with your designated people who are staying to help take things from the venue. I will send the food with your mom, the decor with your dad, the gifts with your sister, etc. Making sure that when you are ready to get all these things back after your honeymoon, you will know exactly where to look!
Honeymoon Planning	I can help with planning your honeymoon by setting a budget, location, air travel, lodging and more. We will have an entire 2 hour planning session dedicated to this task because your honeymoon is just as important to me as your wedding day!
Hotel Blocking and booking	When you invite friends and family from out of town, you'll need to give them a place to stay. Choosing this option allows me to help with contacting hotels, getting rates, blocking rooms and making sure your guests are taken care of. All they will have to do is contact the hotel by the deadline and give your name to book their stay!
Invitation Design	Coming up with invitations can be difficult, time consuming and frustrating. I can help by getting information from you and coming up with 3 options for you to choose from.
Music Selection Help	Having trouble finding the perfect song for your first dance? Want to make sure you don't use a song everyone else does? I can help with the music selection for your big day! As well as creating and downloading a playlist for you on Spotify to make sure that you'll have a chance to listen to your "soundtrack" anytime you'd like!

Personalized To Do Lists for entire wedding party	If your wedding party is open to helping, this is a great tool for us to use! I can make small lists for each person in your wedding party to let them know what their set up or cleanup tasks are. That way, no one leaves too early or gets too tipsy to help!
Personalized Wedding Planning Workbook	the workbook includes all details we discuss during meetings, vendor info, task lists, notes, etc. This allows you access to the document 24 hours a day, 7 days a week.
Planning Sessions	2 hour planning sessions are where we get together and GET STUFF DONE! During these sessions we will plan everything for your big day!
Reception Planning and Coordination	Haven't been to many weddings? Don't know what goes on during a reception? I have, I do and I can help! I will help you with the flow and timeline of the reception. My experience has given me the knowledge I need to make sure your send off isn't too early or too late. I'll be able to help you decide between a bouquet and garter toss or something less traditional.
Rehearsal Dinner Planning	The rehearsal dinner happens before or after your rehearsal. Sometimes it can be difficult to find out where to hold the dinner. I can help you find and book the venue or restaurant for you and your people to celebrate!
Rehearsal Itinerary	Venues don't allow much time for rehearsal so it's important that we get in, get it done and get out. I will create a timeline for this so that we can make the most of our time and leave confident in our lineup and places!
Rental Coordination, pick up, drop off, etc.	Should you rent decor or other items, I will help with the coordination, pick up, clean up and drop off of these items so that you don't have to! From picking up your centerpieces to dropping off your tablecloths and napkins at the rental office, I can help.
Rental Credit	Mastered Moments has a large and growing decor inventory. This allows you access to that inventory. Since our prices are so low, we only allow access to planning clients. Which also means you won't be sharing your items with anyone else.
RSVP Tracking	When those RSVPs start rolling in, it can be a whole job in itself to keep up with who's coming and who's not. I will take care of this with a spreadsheet I've created for your convenience.

Site Visit	We will spend time at your venue to discuss your vision and floorplan options.
Social Media Spotlight (Highlights covered)	If you're someone who loves to be active on social media, I can help with this! By using your personalized hashtag or tagging you in stories, I can create some amazing behind the scenes photos, videos, boomerangs and reels for you to share and look back on. I cover all the major timeline things and even some other moments you might not have thought about capturing.
Thank you cards	Thank you cards are important and you don't want to be that bride who sends them out late or worse, NEVER. This is why I offer this as a service. I can gather all the gift information and write personalized Thank You cards FOR you. You'll sign them or I can sign them for you and send them off! Each card will have 3-5 sentences including a special thanks for their specified gift.
Unlimited Contact via text, email, phone or social media message	Upon booking, you'll have access to all my contact info. You can email, text, call or message me with any question or detail as often as you'd like. Some of my clients and I got so close during the planning period, we still text each other to this day!
Vendor Relations	<p>There are three different categories for vendor relations.</p> <p>A: Day Of vendor direction. When choosing this option all of your vendors will be booked by you. I will contact your vendors the Tuesday before your wedding with the detailed itinerary and information they need for the wedding day. On the wedding day I'll help direct them and work alongside them to make sure your day runs smoothly.</p> <p>B: Month Of Vendor Direction. When choosing this option some vendors will be booked by you and some may be booked by me. You will gain access to my vendor discount list with this option as well. I will contact them a month prior to your date and take over all communications so that you can enjoy your last month as an engaged couple. I'll handle questions, work out schedules, tackle obstacles and make sure that we are all a well oiled machine when your big day finally arrives. This option includes everything in option A as well.</p>

	<p>C: Complete Vendor Relations</p> <p>When choosing this option all of your vendors will be booked by me.</p> <p>With this option I will do everything you need in order to create a great team of vendors. I will do research to find you the best vendor in each category. I will set up meetings, review contracts and even pay deposits on a reimbursement program. This option includes everything in option B and A as well.</p>
Venue Tours and Selection assistance	<p>Booking your venue is the MOST important part of planning your wedding. It is going to dictate everything from your date, time, vibe, guest count and more. There are a LOT of venues out there and it can get really intimidating to go out and look on your own. With this tool, I'll get some info from you, contact and find a few venues for us to check out. I will repeat the process until we have found your PERFECT venue for your PERFECT day! I even have a few venues that offer discounts for having me as your planner and vice versa!</p>
Wedding Planning Schedule	<p>You might be thinking, when should I book a photographer? When should I try on my dress? When should I send my invites? I have a lot of experience with planning timelines and I have all the knowledge you need to know when deciding on these deadlines. Based on your current wedding planning period, I'll be able to tell you which tasks to complete during certain months and which ones you want to wait a little while on.</p>
Wedding Website design and maintenance	<p>Wedding websites are great for sharing information, pictures and registries with your wedding guests. I can help create one for you!</p>
The Irish Goodbye	<p>A lot of my clients want to leave right after their send off and I don't blame you! They also don't want anyone in their family to have to clean up or take anything home. This will allow me to help! I will coordinate your send off, your getaway car, load your overnight bags and send you on your way. Then I will load up your decor, gifts and belongings in the car or cars of your choice, then meet with you at a later time to give you your keys or drop them off at a specific location.</p>