



MASTERED MOMENTS

wedding & event planning



“ expertly skilled at creating moments that are
INTENTIONAL + *Emotional* ”



OWNER MALIAH KELLY

Armed with a head full of wedding day details and curly hair, I am the one behind the scenes who keeps things running. Whether it's bustling your dress, holding everything your fiancé forgot to take out of his pockets for photos or just cueing the dj for your entrance, I'm your girl.

ABOUT US WEL COME



I started Mastered Moments in May of 2019, 2 months after my very own wedding with one goal in mind: to make sure no bride ever shared my horrible experience.

As someone who loves organizing and office supplies, I LOVED planning my own wedding. Unfortunately, no one warned me that I could not coordinate my own wedding as well. It was awful.

A lesson well learned, and I'm so grateful for it.



STEP 1

CONSULTATION

During our consultation, I'll gather all the details you currently have for your big day.

Lots of things still undecided? No problem! The questions I ask will allow us to build a picture of what your needs are and help me determine what level of service you'll need the most as well as giving me a peek into who you are both individually and as a couple.

STEP 2

CONTRACT + INVOICE

Once we decide together which package fits, I'll email over a drafted contract and invoice for you to review. I hold your date for 48 hours and you can use that time to email over a list of questions, discuss with your family and fiancé, then pay the deposit and sign the contract!

STEP 3

LET'S GET STARTED

I have never been a patient person, especially when I have a new project to explore! So we will schedule your first planning session asap, that way I can guide you from day one to save you lots of time and stress!

(and maybe even some money!)



HOW I PLAN + RUN YOUR DAY LIKE A PRO

Starting a business RIGHT before Covid hit gave me something that no school could ever teach: Crisis Management and boy, do I manage the heck out of some crisis.

I'm committed to being honest and upfront with you about everything from timing, trends and prices, while also making sure you're
A: still having fun and B: being true to yourselves.

During your planning sessions, we will cover who your vendors are, what time and service we will expect from them. We will create a REALISTIC timeline for your wedding day to share with everyone. We will create a floorplan to make sure you're dancing right where you want to be and grandma isn't too close to the speakers or uncle Bob.

My goal is to have every single little detail ironed out WELL before your wedding day, that way I'm not constantly coming in to ask you questions. And the way I step in to lead your vendor team from day one makes sure that they don't have to either!

I prefer in person 2 hour planning sessions but I allow 1 hour virtual planning sessions due to circumstance as well.

BASE SERVICES INCLUDED



I offer 5 different packages but all packages include:

TWO HOUR PLANNING SESSIONS

Each package includes anywhere from 2 - monthly two hour planning sessions where we will discuss all the details of your big day.

ONE HOUR VENUE VISIT

Each package includes at least 1 one hour venue visit so we can tour your venue, discuss floor planning logistics and get a feel for your design. *(travel time billed separately)*

ONE HOUR REHEARSAL COORDINATION

We will lead your ceremony rehearsal at the location of your choosing to ensure your wedding party and family are comfortable.

UNLIMITED COMMUNICATION/BASECAMP

We use a program called Basecamp (my corporate girlies will know it!) to store all your contracts, invoices, etc. and use their Campfire feature to communicate.

PACKAGE ONE IT'S A DATE



This is my “day of coordination” package.

but ask any pro in the industry and they will talk for hours about why we hate the term. Proper and successful coordination requires time, effort and details that must be discussed at least a month or more in advance.

I created this package for my DIY couples, my couples who REALLY don't need any help with set up or tear down and my couples on a budget.

If your florist, rental company and venue have you covered,
this package might be for you!

If you need someone to set up all your decor and then pack it back up neatly at the end of the night...this package just isn't enough.



SERVICE LIST

IT'S A DATE

the Jim + Pam package

\$2500 + TRAVEL

2 Two Hour Planning Sessions

1 Venue Visit

1 Hour Rehearsal day

8 Hour Wedding Day

- Guidance & support with detailed and customized task lists
- Generalized vendor recommendations
- Timeline creation for wedding day & rehearsal including procession
- Emergency Kit & Proxy duties
- Timeline & Vendor management
- Light set up & teardown of decor
- Social Media Spotlight
- Cake Cutting
- Unlimited contact through Basecamp
- Week of Vendor relations
- Floorplanning

Our team arrives later in the day, once most of the set up is complete and leaves once the party really gets going without cleaning up.

Typically 12p-8p

**this package is excluded from any and all discounts, sales or promotions*

PACKAGE TWO

SO ROMANTIC



This is my most booked package.

So Romantic was actually the first package I offered with Mastered Moments. I saw the need for a coordinator who was the first one to arrive and the last one to leave at the end of the night and this package often fits the bill.

My team will arrive early, make ourselves familiar with your decor boxes and get to work so you and your VIP guests don't have to lift a finger. As the day continues, we will slip on our coordinator hat, direct vendors and guests and make sure the timeline is running smoothly. And at the end of the night, we will pack it all back up again so you (or your family + friends) can simply load up and leave!

SERVICE LIST

SO ROMANTIC

the Andy + April package



\$3500 + TRAVEL

2 Two Hour Planning Sessions

1 Venue Visit

1 Hour Rehearsal day

12 Hour Wedding Day

- Guidance & support with detailed and customized task lists
- Generalized vendor recommendations
- Emergency Kit & Proxy duties
- Timeline & Vendor management
- Full set up & teardown of decor
- Social Media Spotlight
- Guidance with cleanup & loading
- Cake Cutting
- Unlimited contact through Basecamp
- Month of Vendor relations
- Floorplanning
- Timeline creation for wedding day & rehearsal including procession

PACKAGE THREE THAT'S LOVE



This is my personal favorite package.

Often I get inquiries from couples who want coordination but they are quite a ways away from their wedding date or they are having trouble nailing down some of those key vendors. That's Love is perfect for them because not only does it have double the planning sessions (which are easier to spread over a longer period of time) but it also allows me to assist with your vendor booking journey.

This package includes everything from So Romantic plus client specific vendor recommendations (no searching through the Knot for you!) and booking. If you tell me you're wanting a professional and vetted DJ for less than \$2k with lights and a karaoke machine, I will text one of my many contacts and get him on board so YOU don't have to fill out yet another consultation form and attend yet another sales pitch.

SERVICE LIST

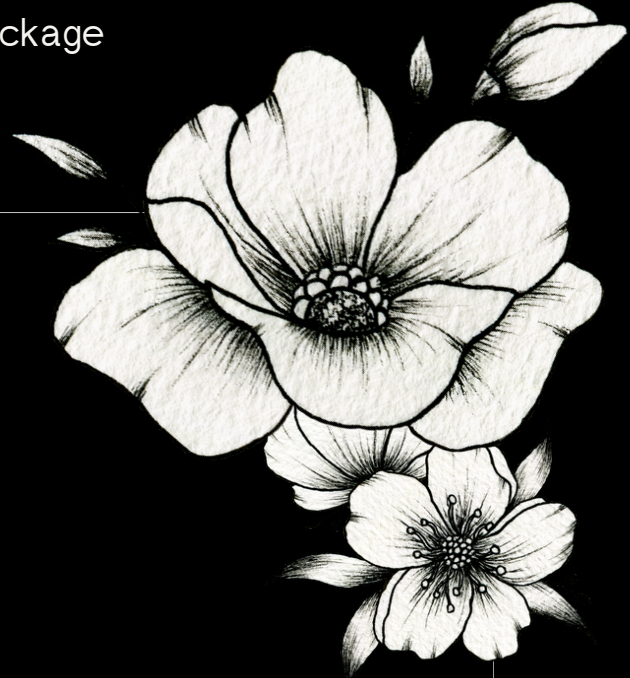
THAT'S LOVE

the Marshall + Lilly package

\$4500 + TRAVEL

4 Two Hour Planning Sessions
2 Venue Visits
2 Hour Rehearsal day
15 Hour Wedding Day

- all So Romantic services **PLUS**
- Budget Analysis
- Rehearsal Dinner Planning
- Cleanup of Bridal and Groom suite
- Getaway Car & Rental booking assistance
- Detail & Decor Design and curated mood board
- Communication with wedding party via text message group
- Specified vendor recommendations & assistance with contact and booking



PACKAGE FOUR AS YOU WISH



This is our customizable package.

Sometimes, you just need to be able to customize and personalize your wedding planning experience. I created this package to allow my couples complete freedom in choosing which services they receive from my team.

This package includes everything from So Romantic plus 20 additional services that are handpicked BY YOU from my other packages. I have clients who use this package to help with everything from website design to just adding on extra hours for longer wedding days. Some clients want more planning session time or my guaranteed attendance at all of their vendor meetings. Some want JUST enough to feel like I'm the one running the show while not fully committing to the price and freedom that my full planning package Always allows. Whatever works and feels best to YOU!

SERVICE LIST

AS YOU WISH

the Wesley + Buttercup package

\$5500 + TRAVEL

6 Two Hour Planning Sessions

2 Venue Visits

2 Hour Rehearsal day

15 Hour Wedding Day

- all So Romantic services **PLUS**
- 20 other services picked from any package



PACKAGE FIVE ALWAYS



This is our full planning package.

This package is for my couples who really just want me to take the lead in everything. They want ALL the main events, logistics and details managed to perfection by a trained professional so that they can focus 100% on just enjoying their engagement. While this takes a lot of trust, we will be meeting monthly to discuss all the important deciding factors, budgets and ideas to make sure that though you are mostly hands off, it is still an event that showcases your individuality and relationship.

Couples who book this package can expect me to take care of everything from finding the PERFECT photographer within their budget to bringing their decor vision to life with our own inventory. You tell me what you want and I'll do my absolute best to make that dream come true!

SERVICE LIST

ALWAYS

the Ginny + Harry package

\$6500 (WA STATE TRAVEL INCLUDED)

Monthly Planning Sessions

Unlimited Venue Visits

3 Hour Rehearsal day

15 Hour Wedding Day

- all That's Love services **PLUS**
- Honeymoon Planning
- Attendance at all fittings
- Attendance at vendor meetings
- \$500 discount on decor inventory
- Seating Chart Assistance & Creation
- Budget Tracking & Due Date Reminders
- Complete vendor relations from searching to wedding day
- Access to MM decor inventory for all wedding-related events
- Stationary & Website creation, design + maintenance including RSVPs
- Irish Goodbye - *complete tear down and take away of all personal items + decor plus post wedding delivery*





OUR PROMISE

At Mastered Moments, YOUR most important day is ours too.

Everything we do is to support you, take away stress and advocate for YOUR wedding wishes.

From that first consultation call to checking in with you post wedding to see if you have any questions about changing your name.

Our biggest goal, every single time, is to make sure that you never look back on your wedding day with any kind of regret or sadness.

My own wedding day was horrible so that yours doesn't have to be.

SO WHAT'S THE NEXT STEP?

Consultation calls are required for any and all events, no matter how big or small.

During the call (or in person meeting) we will talk about the logistics of your day, which will help me gather a clear picture of what your needs are.

After that, I'll send over a contract and invoice for you to review.

During the 48 hour window, you can reach out with questions.

Once you're ready, you'll pay 50% down
and the remaining 50% is due 30 days before your wedding.





WHICH PACKAGE FEELS BEST?

When trying to choose, I recommend asking yourself:
“What is going to stress me out the most?”

If you and your friends love DIY projects and decorating,
AND your guest count is small: **It's A Date** is for you

If you want to enjoy the day without any of the set up stress but
you have all the vendor searching under control: **So Romantic** will be best

If you want someone to take a bit more of the load when it
comes to budget and vendors AND your engagement is long: **That's Love**

If you value time and comfort AND want to trust a real, experienced,
professional to handle all the little details: **Always** is totally worth the money

AND IF YOU WANT ALMOST EVERYTHING
BUT IN A BUDGET FRIENDLY WAY, CHOOSE
AS YOU WISH - THE CUSTOMIZABLE PACKAGE

REAL CLIENT FAQS

These are just a few of the questions I tend to see from clients.

HOW DO I SCHEDULE A PLANNING SESSION?

There is a link in your Basecamp that gives you full access to my calendar and availability. You can use the link at anytime to schedule a meeting based around your schedule AND mine!

WHAT IS YOUR HOURLY RATE?

\$75. Some clients like to add on extra hours of planning, day of time, supplemental phone calls or vendor meetings.
If I'm available, I'm yours!

WILL YOU BRING AN ASSISTANT?

All guest counts over 75 guests require an additional assistant which is billed to you at \$25/hour for the same amount of time I am contracted. Additional assistants will be added for every 50 guests beyond that. Assistants may also be required based on workload, time constraints or venue size/location.

WHAT IS YOUR TRAVEL RATE?

Travel within WA is case based due to traffic, ferries and overnight stay requirements but you can expect a minimum of \$50 and a maximum of \$300. My out of state travel fee is \$1000 and out of country travel is \$5000, both to cover flight, car, food and hotel.



CONGRATULATIONS!! YOU ARE THIS MUCH CLOSER TO BEING STRESS FREE!

Trust me, I didn't feel like I needed ANYONE besides my friends and myself to make my wedding day flawless. But what I got was a day full of stressful questions, emergencies and WORK.

I didn't get a chance to sit and eat a full meal, the caterer ran out of food before I got a plate.

I didn't get to mingle with my guests at all, my dj was a bit needy and my media team wasn't getting along and didn't really care about me much.

I didn't even get to have my own big entrance moment at the ceremony because the friend who was supposed to do it, forgot and sat down. So after cueing everyone in the wedding party when to go, I realized very quickly that I was all alone at the end of the aisle and I would have to swing the door wide enough that it wouldn't catch the train of my dress as I walked down the aisle...***yikes, right?***



DON'T MAKE THE SAME MISTAKE I DID

YOU'VE PICKED YOUR SOULMATE

And that should be the HARDEST part of your wedding planning journey.

Look, even if you don't book me, because I can understand sometimes it's a budget thing, an availability thing or even just that our team might not feel like the best fit, I beg you:

BOOK SOMEONE to coordinate your wedding.

Everyone deserves their most important day to feel perfect.

LOVE, MALIAH



AND ONE LAST REALLY IMPORTANT THING PHOTOGRAPHER CREDITS

- Savanna Marlee Photography.
 - PAGES 1, 3, 7
- Courtney Bowlden Photography.
 - PAGES 2, 4, 5, 23
- Ammy Huyunh Photo
 - PAGES 9, 21
- Eva Waltz Photography.
 - PAGE 11
- Sarah Crouter Photography.
 - PAGES 13, 18
- Kathryn Bartel Photo
 - PAGE 19
- Lillian Jean Photography.
 - PAGE 22
- iphone + company no longer in business
 - PAGES 15, 17

**I FULLY RECOMMEND EACH OF THESE
PHOTOGRAPHERS FOR YOUR WEDDING!**