

The logo features the word "Magnolia" in a large, elegant, black cursive script. Below it, the words "Weddings and Special Events" are written in a smaller, black, serif font. The entire text is centered on a background of horizontal, weathered wood planks.

*Magnolia*

Weddings and Special Events

## Welcome

Hello,

First, congratulations on your engagement! What an exciting time for you and your families as you plan one of the most anticipated events of your lives. Here at Magnolia Weddings and Special Events, we are honored to be a part of this exciting time in your life and we cannot wait to get to know you!

Magnolia Weddings and Special Events is a wedding and event coordinating company that assists you every step along the way from our very first meeting until the end of your seamless event.

We have attached a Bridal Questionnaire Form for you to fill out before our first meeting. This form will help us get to know you, your style, your vision and your wishes for your big day. Once we receive this form, we will contact you to set up a date for our complimentary initial consultation meeting to go over the details of your event.

We look forward to meeting you and discussing your vision for your event. Again, we are honored to have the opportunity to be a part of your big day.

Respectfully,

Jennifer Hans  
Owner, Wedding & Event Planner  
Magnoliaweddings143@gmail.com

## About

Magnolia Weddings and Special Events is a wedding and event coordinating company that assists you every step along the way from our very first meeting until the end of your seamless event. We are dedicated to making your event truly yours, with a cohesive design that enhances extraordinary detail.

## Mission

Our mission is to ensure that every event, grand or small, is everything you have been dreaming of and more. We specialize in creating custom packages for your specific budget, timeline, guests, and location. Leave the stress and planning to Magnolia Weddings and Special Events and we will help make sure you have your day, your way!

## Services

Magnolia Weddings and Special Events offers three collections to choose from, as well as a la carte services.

- **Planning & Coordination Collection:** *A busy schedule or expedited planning timeline does not have to mean sacrificing any element of your ideal wedding. If having a team of professionals designing and organizing your big day sounds like a dream, let us be there each step of the way to guide and assist you, from flower choices to day of coordination services. We are here to be your advocate during your design and planning process all the way through to your big day. See attached document for details of this collection.*
- **“Month Of”/Partial Planning & Coordination Collection:** *The two months before your wedding are the busiest time of all, but you deserve a stress-free engagement and a joyful wedding day, without a to-do list! If you have your plans in place but need help executing them, our team is designed to help you produce a remarkable wedding. We will set up a meeting to discuss your plans, list of your vendors, and list of last minute details. This collection starts 60-90 days prior to your wedding day. See attached document for details of this collection.*
- **“Day of” Coordination Collection:** *If you have all your plans in place but need someone, there on the day of to oversee all your vendors, yourself, the timeline, and the wedding party, our team is designed to help you. We will set up a meeting to discuss your plans, your bridal party, and a list of all your vendors. We are available to confirm you vendors and make sure last minute payments are made to your vendors. On day of wedding, we will make sure all your vendors show up on time and we will guide them where to go. This collection starts 14-30 days prior to your wedding day. It includes a detailed timeline that anticipates issues and accounts for all of*

*the details during your big day, as well as a team of event consultants to keep everything on track while you are enjoying your wedding day.*

- **A La Carte Services:** Numerous services that you can simply add to your package or select by themselves. See attached document for details of these services.

Magnolia Weddings and Special Events specializes in creating custom packages tailored to meet your individual needs and budget. Contact us today to set up your complimentary initial consultation meeting.

## **Wedding Planner to the Rescue!**

With so many moving parts involved in wedding and event planning, having someone by your side every step of the way can be a serious lifesaver. We do many things that you may not be aware of. We go above and beyond to help make your special day a seamless and perfect event. Some of these are listed along with your packages and some are a la carte options you can always add. Here are just a few of the many things we can do to come to your rescue:

- ❖ When something goes wrong, we go to the rescue and take care of it.
- ❖ We find solutions to things that you may not have an answer to.
- ❖ We can allow you to have a life outside of planning your wedding or event.
- ❖ We become the go-to person at the wedding, so that you don't have to answer every question.
- ❖ We can make sure your bridal party sticks to the schedule.
- ❖ We can make sure all your vendors all show up and on time.
- ❖ We can make sure all your guests are taken care of.
- ❖ We can pack up all your stuff at the end of the night.
- ❖ We take care of all the logistics so you can focus on the fun stuff.
- ❖ We can find solutions when people can't make it.
- ❖ We can help bring your vision to life.
- ❖ We can make sure you stick to your timeline and enjoy every moment of your day.
- ❖ You can't repeat this day, having a pro on hand to help is a lifesaver and priceless!

## **Contacting Us**

The client can contact us through social media, such as Facebook, through email, or by phone.

Magnolia Weddings and Special Events

Magnolia, TX

(281) 414-4432

Magnoliaweddings143@gmail.com

Social Media:

Magnolia Weddings and Special Events



## **Collection 1**

### **Planning & Coordination**

\$2,500

From a bride who has a million ideas and no clue where to start or a busy couple who doesn't have the time to plan and coordinate the wedding they want, this is the package for you.

We will set up a complimentary initial consultation. We'll ask about your style and the vision you two have for your wedding day and what design and planning services you need. All proposals are individually customized based on your needs and we take into consideration each element such as your preferred venue, number of guests, and of course, your budget, to formulate a tailored plan.

Services include (but not limited to):

#### **Pre-Wedding**

Three Planning Meetings (including an initial consultation)

Assistance with determining color scheme, theme, and style of wedding

Assist in venue meetings when available

Vendor communication

Pre-event site visit to venue

Assist in venue floor plan and layout

Bridal party checklists

Development and management of wedding day timeline for bridal party and vendors

Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics

Confirm vendors one week before wedding day

Wedding rehearsal coordination and management

#### **Wedding Day**

*12 hours onsite coordination*

#### **CEREMONY**

Bride and Groom Emergency Kit

Meet vendors at site for deliveries and setup

Assist with ceremony design and setup

Set up ceremony decor

Distribution of bouquets and/or pinning on of boutonnieres and corsages

Distribute ring pillow and flower baskets



### **Collection 1 continued**

Coordinate with officiant  
Confirm possession of rings prior to ceremony  
Line up and cuing of bridal party and musicians during the ceremony  
Instruct ushers on family seating and timing Assist  
bridal party to reception

### **RECEPTION**

Oversee reception setup and teardown  
Review reception schedule with venue  
Set up bridal table and cake table for desired items (cake knives, toasting flutes, etc.)  
Set up reception decor  
Oversee all reception decor and design details  
Lay out all place cards, table numbers and favors  
Greet guests at reception and offer any necessary directions or instructions  
Coordinate bridal party entry and lineup for announcements at reception  
Maintain and coordinate the agenda and timeline of the evening (toast, first dance, cake cutting, bouquet toss, etc.)  
Provide bride and groom VIP services  
Cue bride and groom, bridal party and parents for special events  
Coordination of grand exit  
Deliver final payments and tips to vendors  
Arrange for gifts and ceremony/reception items to be moved from reception to designated car

*A La Carte Services Available at an Additional Charge.*



## Collection 2

### **"Month Of"/Partial Planning & Coordination**

\$1,500

The two to three months before your wedding are the busiest time of all. Nevertheless, you deserve a stress-free engagement and a joyful wedding day, without a to-do list! If you have your plans in place but need help executing them, our team is designed to help you produce a remarkable wedding. We will set up a meeting to discuss your plans, list of your vendors, and list of last minute details.

We are available to confirm your vendors and make sure last minute payments are made to your vendors. On day of wedding, we will make sure all your vendors show up on time and we will guide them where to go.

This collection starts 60-90 days prior to your wedding day. It includes access to our detailed timeline that anticipates issues and accounts for all of the details before, during and after your big day, as well as a team to keep everything on track while you are enjoying your wedding. The following services are included in this collection:

Services include (but not limited to):

#### **Pre-Wedding**

Initial planning meeting with couple to gather information

Bridal party checklists

Pre-event site visit to venue

Development and management of wedding day timeline for bridal party and vendors

Final walk through meeting

Confirm vendors one week prior to wedding day

Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics

2 hours wedding rehearsal coordination and management

#### **Wedding Day**

*10 hours onsite coordination*

#### **CEREMONY**

Bride and Groom Emergency Kit

Set up unity candles, memorial candles, guest book and sign table

Oversee setup of ceremony and reception locations

Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics



### **Collection 2 continued**

- Distribution of bouquets and/or pinning on of boutonnieres and corsages
  - Distribute ring pillow and flower baskets
  - Coordinate with officiant
- Confirm decoration and details are in place at ceremony and reception sites
  - Act as liaison between wedding party and vendors
  - Check that marriage license and rings are present for ceremony
- Cuing of wedding party, family and/or musicians during the ceremony
  - Instruct ushers on family seating and timing
    - Help Bride into Gown
    - Assist Bride, Groom and Wedding Party
    - Transfer guest book to reception
    - Ensure day flows smoothly
  - Handle any last minute emergencies
  - Distribute final payments

*A La Carte Services Available at an Additional Charge.*





### **Collection 3**

#### **"Day Of" Coordination**

\$750

The few weeks to a month before your wedding are the most stressful time of all, especially if you are trying to figure out who will take care of all the logistics on the day of. You might have thought you or a family member could, but are now thinking it would be better to hire someone so you and your family can enjoy every part of your day. If you have all your plans in place but need someone there on the day of to oversee all your vendors, yourself, the timeline, and the wedding party, our team is designed to help you. We will set up a meeting to discuss your plans, your bridal party, and a list of all your vendors. We are available to confirm your vendors and make sure last minute payments are made to your vendors. On day of wedding, we will make sure all your vendors show up on time and we will guide them where to go. This collection starts 14-30 days prior to your wedding day. It includes a detailed timeline that anticipates issues and accounts for all of the details during your big day, as well as a team to keep everything on track while you are enjoying your wedding day.

Services include (but not limited to):

#### **Pre-Wedding**

- Initial meeting with couple to gather information
- Confirm vendors one week before wedding day
- Development and management of wedding day timeline for bridal party and vendors
- Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics
- Act as liaison between wedding party and vendors
- 2 hours wedding rehearsal coordination

#### **Wedding Day**

*10 hours onsite coordination*

#### **CEREMONY**

- Bride and Groom Emergency Kit
- Oversee setup of ceremony and reception locations
- Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics
- Confirm decoration and details are in place at ceremony and reception sites
- Act as liaison between wedding party and vendors
- Check that marriage license and rings are present for ceremony
- Help Bride into Gown
- Assist Bride, Groom and Wedding Party
- Ensure day flows smoothly
- Handle any last minute emergencies
- Distribute final payments



## **A La Carte Services**

A la carte services are available to all who need a little something extra. We want your wedding to be everything you want and more. We are available for the following as well as any additional customized needs you may have.

The following services are available on their own or as an "add on" to any collection:

- Hourly consultation services
- Event design consultation
- Floral/table decor consultation
- Bride, groom & bridal party wardrobe consultation
- Create and/or distribute customized hospitality gift bags
- Display creation and design
- Tabletop design
- Development and management of planning timeline
- Development of bridal party checklist
- Assistance with determining color scheme, theme and style of wedding Assistance with concept of design of floral, linen and other decor
- Design and layout of furniture lounges, room layout/floor plan design
- Pre-event site visit to venue
- Seating chart layouts
- Assembly of guest favors
- Assembly of invitations
- Rehearsal dinner planning
- Bridesmaid luncheon planning
- Wedding shower planning
- Special wedding weekend event planning such as golf outing, spa day, wine tour, etc.
- Rehearsal dinner arrangement
- Transportation arrangement and coordination
- Attend vendor meeting
- Beauty coordination
- Etiquette advice
- Custom weekend itinerary with extensive detail of each activity
- Decor setup and break down
- On-site appointments and consulting
- Personalized timeline
- Venue research and scouting



### **A La Carte Services continued**

Wedding day and rehearsal directing only  
Menu development and advice  
Assistance with wedding and gift registry  
Day-after brunch or activities coordination  
Arranging caterer tastings or cake tastings  
Arranging fittings and alterations  
Design and assembly of children's activity packs  
Create a calendar for vendor payments  
Send ongoing reminders for contract deadlines, payments and wedding timeline  
Additional on-site coordinators  
Additional hour coordination and  
*much more.*

**\*Contact us for pricing information**

### **Event Packages**

Let Magnolia Weddings and Special Events plan your next big event or party! After all, you should enjoy the experience just as much as your guests! We offer full or partial planning for any party you can imagine. Contact us for a custom packaged tailored to meet your individual needs.