



Wedding Packages



Let Us Plan Your Perfect Event

Congratulations on your engagement! This is a very special time in your life, so thank you for considering *Premier Events Miami* to bring your vision to life. No matter how large or small your dream wedding may be, your love story will be conveyed from the smallest of detail - a simple, elegant table setting... to the most anticipated moment of the night - your exchange of vows and grand entrance as happy newlyweds. Our wedding packages are designed to help you plan a memorable wedding one step at a time.





Premier Elite Package

(Full Wedding Coordination)
Starting from \$3,500

Planning

- Unlimited in-person consultation meeting
 - Preferences and style. Design and theme of aspects of the wedding (location, invitations, decor, attire, cuisine, etc.)
 - Ceremony planning & reception planning
 - Budget and cost analysis (management of budget spreadsheet)
- Unlimited access via phone and email
- Personal attendance to vendor meetings
- Location sourcing and attendance to site visits
- Personalized checklists and reminder
- Assist with wedding website content
- Creation of event floor plan
- Assistance with planning of rehearsal dinner
- Detailed schedule for rehearsal, ceremony and reception, including vendor and wedding party timetable.
- Assist with development of the reception seating assignment

Vendor Selection and Coordination

- Personal attendance to select service provider meetings based on Client's needs.
- Vendor recommendations (caterer, florist, photographer, DJ, cake, invitations, etc.)
- Review proposals and contact review
- Rental placement and management, including obtaining quotes (including chairs, tables, linens, service-ware, draping, lighting, dance floor, specialty rental items, etc.) and finalizing order with the selected company upon client approval.
- Track vendor deposits payments and due dates
- Assist client with tracking vendor expenses
- Distribute wedding day timeline for vendors
- Contact vendor the week of the wedding to confirm previous discussions and verify all final details
- Relay final head count to appropriate parties

Wedding Rehearsal (Wedding Day Eve)

- Ceremony rehearsal coordination
- Organize wedding party for line-up and placement
- Receive all personal items for ceremony and reception (guest book, favors, etc.)
- Final walkthrough at reception and ceremony site

Wedding Day

- Full day wedding coordination; overall management of wedding ceremony and reception for up to twelve (12) hours on wedding day
- Use of wedding day emergency kit
- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members and vendors
- Distribute flowers to wedding party and family
- Place table centerpieces and décor
- Setup and prep favor table
- Final inspections on setup, seating placements/count, table/escort cards, décor, etc.
- Greet guests and assist with seating arrangements as needed
- Attend to guest needing special assistance
- Coordinate with musicians on ceremony song and selections
- Cue ceremony
- Review reception activities and timing with band and MC/DJ and photographers/videographers
- Coordinate reception activities-grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payments and/or gratuities to vendors (paid by Client)
- Coordinate transport of gifts and personal items into designated car or hotel room
- Manage clean up



Premier Posh

(Partial Wedding Coordination)
Starting from \$2,500

Planning

- Four in-person Consultation meetings
 - Preferences and style. Design and theme of aspects of the wedding (location, invitations, decor, attire, cuisine, etc.)
 - Ceremony planning & reception planning
- Unlimited access via phone and email
- Vendor liaison
- Location sourcing and attendance to site visits
- Personalized checklists and reminders
- Assist with wedding website content
- Creation of event floor plan
- Rehearsal dinner recommendations
- Detailed schedule for rehearsal, ceremony and reception, including vendor and wedding party timetable.

Vendor Selection and Coordination

- Vendor recommendations (caterer, florist, photographer, DJ, cake, invitations, etc.)
- Review proposals and contact review
- Rental placement and management, including obtaining quotes (including chairs, tables, linens, service-ware, draping, lighting, dance floor, specialty rental items etc.) and finalizing order with the selected company upon client approval.
- Track vendor deposits payments and due dates
- Distribute wedding day timeline for vendors
- Contact vendor the week of the wedding to confirm previous discussions and verify all final details
- Relay final head count to appropriate parties

Wedding Rehearsal (Wedding Day Eve)

- Ceremony rehearsal coordination
- Organize wedding party for line-up and placement
- Receive all personal items for ceremony and reception (guest book, favors, etc.)

Wedding Day

- Full day wedding coordination; overall management of wedding ceremony and reception for up to twelve (12) hours on wedding day
- Use of wedding day emergency kit
- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members and vendors
- Distribute flowers to wedding party and family
- Place table centerpieces and décor
- Setup and prep favor table
- Final inspections on setup, seating placements/count, table/escort cards, décor, etc.
- Greet guests and assist with seating arrangements as needed
- Attend to guest needing special assistance
- Coordinate with musicians on ceremony song and selections
- Cue ceremony
- Review reception activities and timing with band and MC/DJ and photographers/videographers
- Coordinate reception activities-grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payments and/or gratuities to vendors (paid by Client)



Premier Package

(Month of Coordination)

Starting from \$1,500

Prior to Wedding


- Planning meeting to obtain information about the wedding.
- Vendor confirmation for the wedding day
- Detailed schedule for rehearsal, ceremony, reception, including vendor and wedding party timetable.

Wedding Rehearsal (Wedding Day Eve)

- Ceremony rehearsal coordination
- Organize wedding party for line-up and placement
- Receive all personal items for ceremony and reception (guest book, favors, etc.)

Wedding Day

- Full day wedding coordination; overall management of wedding ceremony and reception for up to twelve (12) hours on wedding day
- Use of wedding day emergency kit
- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members and vendors
- Distribute flowers to wedding party and family
- Place table centerpieces and décor
- Setup and prep favor table
- Final inspections on setup, seating placements/count, table/escort cards, décor, etc.
- Greet guests and assist with seating arrangements as needed
- Attend to guest needing special assistance
- Coordinate with musicians on ceremony song and selections
- Cue ceremony
- Review reception activities and timing with band and MC/DJ and photographers/videographers
- Coordinate reception activities-grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payments and/or gratuities to vendors (paid by Client)



Thank you again for reaching out to *Premier Events Miami*. Each of our packages can be tailored to your needs. When choosing your wedding planner, it is absolutely essential to establish expectations. I pride myself with building a foundation of trust in a collaborative process to ensure that both the planning and your wedding day run seamlessly.

Premier Events Miami

Jennifer Munoz

Certified Wedding Planner

info@premiereventsmiami.com

www.premiereventsmiami.com

305-469-7840

