

Wedding Planning

Our Exclusive "Platinum Package"
Price: \$3500 (Travel fees may apply)

Our "Platinum" Wedding Package of personalized services are for the couple who want it all, and we will be there planning and coordinating the entire event from your engagement thru the reception. We are there for you from the beginning to the end, when you will be whisked away on your honeymoon.

The "Champagne" Wedding Package includes all of the personalized services we offer including our honeymoon-planning service. Even your out-of-town guests will feel pampered. You will receive a suite of personalized services that are fit for a "Platinum" couple.

Pre-Wedding Activities

- Initial consultation with bride and groom to determine dreams and expectations
- Planning sessions per month
- Unlimited number of telephone or e-mail planning sessions
- Wedding Keepsake Book
- Provide etiquette guidance when requested
- Pre-screen all wedding vendors
- Vendor referrals
- Attend vendors meeting with the couple
- Confirm wedding day vendors
- Create and maintain vendor payment schedule
- Provide reminders of all payments sent to couple for amounts due monthly to their vendors
- Distribute your final payment to vendors at the end of their contract
- Follow-up with vendors on any changes of wedding plans and details
- Assist with the selection of decorating rentals with exclusive access to Austin Wedding Planners distinct choice of rental items at no charge
- Create and maintain monthly task list
- Prepare a timeline of events for the ceremony and reception
- Keep an updated list of all guests attending
- Wedding budget management
- Develop wedding day itinerary for the couple, wedding party, family, and vendors
- Assist with selections of the invitations, place cards, napkins, favors, and thank-you notes
- Create room and ceremony layouts
- Deliver the engagement and wedding announcements to the newspaper companies of couple's choice (actual announcement costs to be paid by client)
- Assist with obtaining the marriage license, if desired
- Arrange accommodations for your out-of-town guests including hotel blocks and flight assistance
- Concierge services for out-of-town guests arriving early for event including planning of fun events in the city
- Deliver welcome baskets for out-of-town guests to hotels on wedding day up to four hotels
- Assist with transportation details from and to airport; details on the out-of-town guests arrival times and the printout for bridal couple and family
- Assist with compilation of party favors for guests and arrange them as requested
- Assist with compilation of guest gift bags or baskets
- Assist with transportation details from and to airport; details on the out-of-town guests

arrival times and the printout for bridal couple and family

- Assist with stuffing and mailing of invitations (addressing of envelopes at an additional cost, plus postage)
- Assist with Bridal portrait-transportation of the attire and assisting the bride-to-be during the portrait session
- Review and coordinate rehearsal and ceremony with officiates, wedding party, and vendors
- Assist with the rehearsal dinner menu, ceremony menu, and reception menu details
- Assist in the honeymoon planning
- Consultation with bride to determine dreams and expectations for Bachelorette Party
- Plan, set and attend vendors meeting with the couple for Bachelorette Party
- Prepare a timeline of events for Bachelorette Party
- Review and coordinate Bachelorette party (attend if requested)
- Consultation with groom to determine dreams and expectations for Bachelor Party
- Plan, set and attend vendors meeting with the couple for Bachelor Party
- Prepare a timeline of events for Bachelor Party
- Review and coordinate Bachelor party (attend if requested)
- Consultation with bride to determine dreams and expectations for Bridal Shower
- Plan, set and attend vendors meeting with the couple for Bridal Party
- Prepare a timeline of events for Bridal Party
- Review and coordinate Bridal Party
- Consultation with bride and groom to determine dreams and expectations for Engagement Party
- Plan, set and attend vendors meeting with the couple for Engagement Party
- Prepare a timeline of events for Engagement Party
- Review and coordinate Engagement Party

Wedding Day Activities

- At least two representatives from Memory Makers Wedding Planners to assist with all wedding day activities
- Assist bride, groom, and bridal party
- Coordinate with wedding day vendors and assist, if needed
- Distribute payments to vendors
- Organize and set up any photos, meal place cards, bridal portrait, goblets, cake cutting items, guest book, and pen at ceremony and/or reception.
- Decorating the ceremony and reception sites within limitations described below (decor to be supplied by client, or may be rented from Austin Wedding Planners)
- Set-up and tear-down of rental pieces (Limitations apply, see below)
- Deliver drinks, food, and snack trays to bridal party prior to event (cost of items to be incurred by client)
- Distribute (and pin) wedding flowers
- Attend final seamstress appointment to discuss bustling needs of bride with seamstress
- Bustle wedding gown
- Attend rehearsal
- Oversee venue decor to ensure that setting is laid out in keeping with couple's wishes
- Follow through during ceremony and reception to ensure that timeline is followed according to plan
- Coordinate all reception activities

- Provide wedding day emergency kit
- Troubleshoot when needed

After Ceremony Activities

- Transport needed items from ceremony to reception
- Prepare cake and meal for couple to take from reception, if desired
- Distribute tossing items and line up guests
- Load gifts and keepsakes left after reception in designated car
- Attend reception and ensure clean up is completed
- Return tuxedos
- Return small florist and rental items (weight limits apply)
- Deliver wedding gown to cleaners or other desired location
- Deliver wedding bouquet to preservation company.

*Note: Prices are based on weddings with up to 250 guests.

*Weight limits over 30 lbs will require additional staff.

*30 Days out Memory Makers Wedding Planners will determine, according to the client's wishes, the need to bring in additional staff to complete set up according to description given by client. Extra Staff is \$50 per person for 3 hours.

Wedding Packages

The Bronze Package

Price: \$1395 (Travel fees may apply)

Do you have all of your vendors' picked out, contracts signed, and most everything else prepared? Do you want to sit back and relax on your wedding day and leave all of the logistics to someone else (not your friends and family)? Memory Makers Wedding Planners will assist you with the ceremony rehearsal and handle all of the wedding day details per your specifications.

If you've done all the work but, you just need a little professional polish to make everything flow properly on your special day, we can help. Memory Makers Wedding Planners will assist you in coordinating all of the specifics for your wedding rehearsal and wedding day. From wedding ceremony etiquette to troubleshooting any problems which may arise, we are available to make your day sparkle.

The "Bronze" Package supports couples on their special day with managing the important details of the event. Our professional wedding consultants provide many services, including wedding day or reception only coordination, etiquette guidance, supervising vendors and offering a wedding day emergency kit.

Pre-Wedding Activities

- Initial consultation with bride and groom to determine dreams and expectations
- Pre-screen all wedding vendors
- Confirm wedding day vendors
- Distribute your final payment to vendors at the end of their contract
- Follow-up with vendors on any changes of wedding plans and details
- Prepare a timeline of events for the ceremony and reception
- Make suggestions of wedding day itinerary for the couple, wedding party, family, and

vendors

- Review and coordinate rehearsal and ceremony with officiates, wedding party, and vendors

Wedding Day Activities

- Two representatives from Memory Makers Wedding Planners to assist with all wedding day activities
- Assist bride, groom, and bridal party
- Distribute payments to vendors
- Organize and set up any photos, meal place cards, bridal portrait, goblets, cake cutting items, guest book, and pen at ceremony and/or reception.
- Distribute (and pin) wedding flowers
- Bustle wedding gown
- Attend rehearsal
- Oversee venue decor to ensure that setting is laid out in keeping with couple's wishes
- Follow through during ceremony and reception to ensure that timeline is followed according to plan
- Coordinate all reception activities
- Provide wedding day emergency kit
- Troubleshoot when needed

After Ceremony Activities

- Prepare cake and meal for couple to take from reception
- Distribute tossing items and line up guests
- Load gifts and keepsakes after reception into designated car

*Note: Prices are based on weddings with up to 250 guests

Planning on having some of those fun get-togethers during your time as a bride? Austin Wedding Planners can help you create fun and memorable bridal luncheons/dinners, engagement parties, bachelor/bachelorette parties, rehearsal dinners, post-wedding brunches, and much more.

Every event is unique in its' own right. Please call us for a quote for your next event.

Luncheons/Brunches starting at \$200

Dinners starting at \$300

Rehearsal Dinners starting at \$200

Engagement Parties starting at \$300

Bachelor/Bachelorette Parties starting at \$200

All events will be coordinated from start to finish and include all of the following services:

Set up all necessary vendor meetings

Assist in selecting and booking event location

Assist in selecting and booking Caterer and/or restaurant

Assist with menu creation

Assist with selection of rental items (if needed)

Review vendor contracts before finalized

Help with décor planning

Assist with design and wording of invitations

Assist with selecting or creating invitations

Assist with selecting calligrapher OR assist with addressing invitations

Assemble and send invitations (addressing by calligrapher and postage is additional and paid for by client)

Handle RSVP's and keep tally of guests
Create timeline of events and give to vendors and client
Create a calendar of vendor payments
Mail vendor payments in a timely manner
Follow-up calls placed to vendors to make sure everything is in order and on track
Have color swatches available
Fully execute all plans in a timely manner
Unlimited phone call and email exchange
Be actively involved in all aspects of planning and keep in communication with bridal couple or individual throwing the event.
Receive discounts on services
Note: Memory Makers Wedding Planners does not accept commissions from vendors. All discounts or savings will be passed on to you.

Gold Package

Price: \$2,595 (Travel fees may apply)

The "Gold" package is for the couple who wants all the details taken care of but still wants to be hands-on in the wedding planning process. This package allows for a stress-free environment but no detail will be overlooked. You will partner up with one of Memory Makers wedding planners wedding consultants to become a team in planning all your wedding day needs to the very last detail.

The Gold Wedding Package includes all of the personalized services found in the Memory Makers Wedding Package as well as consultants which provide options until you are satisfied, assist, plan and attend some vendors meetings, coordinate and direct your wedding and collaborate in making your dreams a reality.

Pre-Wedding Activities

- Initial consultation with bride and groom to determine dreams and expectations
- Planning sessions per month
- Unlimited number of telephone or e-mail planning sessions
- Provide etiquette guidance when requested
- Pre-screen all wedding vendors
- Vendor referrals
- Attend vendors meeting with the couple
- Confirm wedding day vendors
- Distribute your final payment to vendors at the end of their contract
- Follow-up with vendors on any changes of wedding plans and details
- Assist with the selection of decorating rentals with exclusive access to Austin Wedding Planners unique choice of rental items at a discounted rate
- Create and maintain monthly task list
- Prepare a timeline of events for the ceremony and reception
- Keep an updated list of all guests attending
- Wedding budget management
- Develop wedding day itinerary for the couple, wedding party, family, and vendors
- Create room and ceremony layouts
- Deliver the engagement and wedding announcements to the newspaper companies of couple's choice (actual announcement costs to be paid by client)
- Arrange accommodations for out-of-town guests including hotel blocks and up to two hotels
- Assist with compilation of party favors for guests and arrange them as requested.

- Assist with compilation of guest gift bags or baskets
- Deliver welcome baskets for out-of-town guests to hotels on wedding day
- Assist with stuffing and mailing of invitations (addressing of envelopes at an additional cost, plus postage)
- Assist with Bridal portrait-transportation of the attire and assisting the bride-to-be during the portrait session
- Review and coordinate rehearsal and ceremony with officiates, wedding party, and vendors

Wedding Day Activities

- At least two representatives from Austin Wedding Planners to assist with all wedding day activities
- Assist bride, groom, and bridal party
- Coordinate with wedding day vendors and assist, if needed
- Distribute payments to vendors
- Organize and set up any photos, meal place cards, bridal portrait, goblets, cake cutting items, guest book, and pen at ceremony and/or reception.
- Decorating the ceremony and reception sites within limitations described below (decor to be supplied by client, or may be rented from Austin Wedding Planners)
- Set-up and tear-down of rental pieces (Limitations apply, see below)
- Deliver drinks, food, and snack trays to bridal party prior to event (cost of items to be incurred by client)
- Distribute (and pin) wedding flowers
- Attend final seamstress appointment to discuss bustling needs of bride with seamstress
- Bustle wedding gown
- Attend rehearsal
- Oversee venue decor to ensure that setting is laid out in keeping with couple's wishes
- Follow through during ceremony and reception to ensure that timeline is followed according to plan
- Coordinate all reception activities
- Provide wedding day emergency kit
- Troubleshoot when needed

After Ceremony Activities

- Transport needed items from ceremony to reception (up to three floral arrangements)
- Prepare cake and meal for couple to take from reception, if desired
- Distribute tossing items and line up guests
- Load gifts and keepsakes left after reception in designated car
- Attend reception and ensure clean up is completed by vendors
- Return tuxedos
- Deliver wedding gown to cleaners or other desired location
- Deliver wedding bouquet to a preservation company.

*Note: Prices are based on weddings with up to 250 guests.

*Weight limits over 30 lbs will require additional staff.

*30 Days out Memory Makers Wedding Planners will determine, according to the client's wishes, the need to bring in additional staff to complete set up according to description given by client. Extra Staff is \$20 per person for 3 hours

A la Carte

The à la Carte Services are available to couples seeking specific wedding services. Our professional wedding consultants can assist you by providing any or all of the following.

Feel free to select as many or as few of the services available. Please contact us for a quote on individual services:

Consulting (Etiquette guidance, event design, misc. discussion, etc.)

Additional time on day of event, per hour charge

Create timeline of events and give to vendors 1 week in advance

Create and maintain a detailed wedding budget

Create a wedding expense sheet

Submit engagement or wedding announcement to selected newspapers. (Three maximum, cost of ad additional and paid by client)

Assist in selection of ceremony and reception sites by providing referrals and accompanying client to up to three sites each

Provide vendor referrals (Three referrals of each vendor w/in same category)

Accompany bridal couple to vendor meetings

Attend final meeting with each vendor selected and review contract

(Note: Memory Makers Wedding Planners passes on all discounts to client)

Create a calendar of vendor payments

Mail vendor payments in a timely manner

Assist with engagement photo session

Assist with selection of any rental items

Assist Bride, Groom and attendants with selection of wedding attire (Up to three locations for Bride and her attendants and two locations for Groom and his attendants)

Send out letters to all attendants reminding them of their fitting schedule(s) and payments due

Assist with design and wording of save the date cards, rehearsal dinner invitations, wedding announcement, ceremony programs, wedding invitations, map directions and thank you notes

Assemble and send invitations (Addressing and postage is additional and paid for by client)

Handle RSVP's and keep tally of guests

Assist with bridal portrait session (deliver gown and bouquet)

Assist with hotel selection and room blocks for out-of-town guests (Three maximum)

Arrange for hospitality baskets and guidebooks/information about the city of Austin to be delivered to out-of-town guests hotel rooms (Cost of basket(s) and delivery is additional and paid for by client)

Assist with menu creation and details of rehearsal dinner

Receive floor plan(s) from reception site, or create plans for client, and assist with seating Arrangements

Assist with music selection and play list

Provide list of responsibilities to family members and attendants

Assist in process of obtaining marriage license

Arrange a day at the spa (of your choice) for up to five people — you pick date, time & services, we handle logistics

Return florist rental items the day after wedding

Return bakers rental items the day after wedding

Arrange for caterer and/or rental company to pick up any additional rental items

Return tuxedos to rental salon (Note: All tuxedos need to be in one designated location for pick-up the day following the wedding)

Deliver wedding gown to cleaners the day following the wedding