



The Total Package

This package is for the Bride & Groom who want all the premium services for their big day! Our team specializes in organizing and managing the event your way- allowing you to enjoy your day to the fullest!

Services including but not limited to:

- Consultations with Bride and Groom
 - Budget Development
 - Unlimited phone calls/emails
 - Timeline Creation
- Wedding Weekend Agenda for Wedding Party/Family
 - Coordinate Venue Search
 - Complete Event Design/Theme
- Vendor Selection & Consultations
 - Stationary Coordination
 - Coordination of Rentals
 - RSVP Service
- Organization and Scheduling of all Vendors
 - Rehearsal Coordination
- Coordinate all hotel accommodations for guests and or Bride & Groom
- Transportation of gifts on wedding day to your desired location (within 30 miles of venue)
 - Coordination with DJ or Band to schedule timing of Reception Activities (Introductions, First Dance, Cake Cutting, Bouquet and Garter Toss, Speeches)
 - On-site coordination and management of entire wedding day- up to 12 hours (Minimum of 3 MPE staff members- package pricing includes payment of all staff)
 - Wedding Day Emergency Kit
- Full use of any of McKenzie Phillips Events, LLC rental inventory items at no charge.

Package Price: \$6,900

*All packages can be customized with the ala carte services also available.

The “Final Stages” Wedding Package

This package is designed just for a bride who has all the vendors in place and is in the final weeks of the wedding planning process. Do you need help with finalizing all the details of your big day? You organized most of the details; now let us handle the rest so you can enjoy your day to the fullest!

Services included but not limited to:

- Consultations with Bride and Groom
- Unlimited phone calls/emails
- Organization and Scheduling of all Vendors
- Rehearsal Coordination
- Transportation of gifts to your desired destination
- 5 Pre-planning Sessions (one occurs at reception venue walk thru)
- Schedule of Wedding Day/Timeline Creation
- Room Template (if not provided by venue)
- Collection/Distribution of Final Payments to Vendors on Wedding Day
- Use of any of McKenzie Phillips Events, LLC rental inventory items at a 25% off discount.
- Coordination with DJ or Band to schedule timing of Reception Activities (Introductions, First Dance, Cake Cutting, Bouquet and Garter Toss, Speeches)
- On-site coordination and management of entire wedding day- up to 12 hours (Minimum of 3 MPE staff members- package pricing includes payment of all staff)

Package Price: \$3,100

*All packages can be customized with the ala carte services also available.

The “Day-Of” Wedding Package

With the “Day- Of” wedding package, we will be your point of contact on the day of your wedding. Our team will ensure that all details for your big day are followed to a tee, so you can enjoy your day like you always imagined it. From meeting vendors to clean up at the end of the night, trust us to carry out the wedding of your dreams- as you sit back and relax!

Services included but not limited to:

- Consultation with the Bride & Groom
- Additional assistance coordinating vendors and day of scheduling
- 3 Pre-planning Sessions (one occurs at reception venue walk thru)
- Schedule of Wedding Day/Timeline Creation
- Room Template (if not provided by venue)
- Collection/Distribution of Final Payments to Vendors on Wedding Day
- Use of any of McKenzie Phillips Events, LLC rental inventory items at a 25% off discount.
- 12 hours of coordination on your Wedding Day

(Minimum of 3 MPE staff members- package pricing includes payment of all staff)

Package Price: \$1,850

*All packages can be customized with the ala carte services also available.

Ala Carte Services

We would love to customize a package that fits your needs or we also are able to assist your planning with any of the following services. Please contact us for more information.

- Hourly Coordination Rate (includes payment of additional staff)**
 - Event Consulting (each session)**
 - Budget Development**
 - Timeline Creation**
 - Venue Search**
- Event Design (including coordination, pickup/return of any event linens or rentals)**
 - Vendor Selection & Consultations**
 - Stationary Coordination**
 - Coordination of Rentals**
 - Wedding Party Attire Coordination**
(Includes pick up and return of all tux rentals)
 - RSVP Service**
 - Organization and Scheduling of all Vendors**
 - Rehearsal Coordination**
 - Hotel accommodations for guests or Bride & Groom**
 - Transportation of gifts on wedding day to your desired destination**
 - Coordination with DJ or Band to schedule timing of Reception Activities**
(Introductions, First Dance, Cake Cutting, Bouquet and Garter Toss, Speeches)
 - Wedding Party Transportation Coordination**
 - Creation of Reception Seating Chart**
 - Clean-Up Coordination (up to 2 hours)**