

Day of Coordination

START OF PLANNING

*Initial consult to discuss planning & logistics for your event day

*Set Up of One Note so that everyone is on same page over logistics of event

*Email, whats app texting & access to calendly link to schedule appointments as needed

*Communication with wedding point of contact to ensure that all decor details are accounted for and schedule

*Ensure that the assigned rooms are in order with the correct bed assignments

EVENT WEEK

*Coordinator present for a 2 hour window day of check-in to receive guests as they arrive and help direct to accommodations

*2 hour maximum rehearsal on a date of your choosing

*One Hour Meeting prior to event day to go over details

WEDDING DAY

*10-hour professional wedding planner on site for event day

*Supervise event set-up

*Greet & direct guests to ceremony & reception areas

*Organization of processional line-up & walking cues; coordinate with bridal party (Please note that a rehearsal is a prerequisite)

*Ensure that event runs smoothly and according to the set timeline

Included

Design

START OF PLANNING

*Color Selection & Definition

*Invitation, Save the Date, & Website Selection & POV

*Exclusive, unique event design & creation

*Complete Design Presentation in One Note

*Suggestions for all design services including (but not limited to):
floral choice & design / rental equipment / lighting & ambience /
unique details & bespoke elements / layout of event(s)

*Editing, trimming and budget advice, if necessary

WEDDING DAY

*Supervise event set-up & place out any details (guest book, place cards, etc.)

Additional Assistants will be required for this addition as well as for the Full Planning package, the price of which is not included down below in Mishka Deigns’ services - how many assistants will depend on set-up time frame, the amount of details to be placed, and how many guests. However, a good estimate would be:

50-100 guests = \$720 usd
100-150 guests = \$1080 usd
150-200 guests = \$1440 usd
200-250 guests = \$1800 usd

+ Design = \$1,000 usd

Full Planning

START OF PLANNING

*Presentation of ceremony/cocktail/reception suggestions and corresponding wedding proposals based on needs

*Suggestion for all wedding services including (but not limited to):
catering & bar
musicians and any additional entertainment
photography, video & audio
salon services
transportation

*Presentation of wedding day timeline as well as timelines for any other events happening prior to wedding day

*Budget trimming & advice regarding alternatives to stay within parameters but keep look & feel

*Additional Assistance with guest lodging placement and pricing

EVENT WEEK

*Final timeline sent a week prior to event day to all vendors

*Assistance with planning and design for up to (1) other two hour event such as:
Welcome Cocktail / Rehearsal Dinner /
Morning After Brunch (or other)

WEDDING DAY

*Professional wedding planner on site - 12-hour event day

*Follow up with any outstanding payments and vendor tips

*Make prior arrangements regarding wedding gifts & cards

+Design + Full Planning = \$3,200 usd