

WEDDING PLANNING & MANAGEMENT

Mini Wedding Offering



Our Mini Wedding Planning Offering is curated for couples hosting a celebration within a six month period of time with 150 guests or less. This luxury offering allows clients to have our award-winning planning and on-site services at an economic advantage.

Our team will secure the ideal venue, leverage our partnerships with the most elite vendors - without the price tag attached for our clients. Ensuring no detail is overlooked for your petite celebration, our coordinators will provide a customized checklist to remain on task and target in the final months leading to your wedding day.

Initial Consultation

- Outline timeline of the wedding day
- Provide budget consulting and outlining
- Discuss all key elements related to the wedding date

Venue

- Research and present venue options (up to 3)
- Support with contracting desired wedding venue
- Private Residence option:
 - For clients who choose to host their 'I do's' at a private residence, our team will provide a detailed outline of rental requirements and event prep notes to ensure the residence is fully equipped to host your celebration





Vendors

- Research and present vendor options (up to 2 per category). Categories include:
 - Caterer/Staffing support
 - Rentals
 - Priest
 - Photo/Video
 - Live Broadcasting
 - Live Music/DJ
 - Designer/Florist
 - Stationery
 - Hair and Make-up
 - Wedding Cake/Desserts
- Support with contracting and securing each vendor (listed above)

Production Planning

- Support with creating layouts for ceremony and reception
- Give professional insight and support on social distancing protocols and creative suggestions
- Organize final music selection with DJ and/or live entertainment
- Arrange design display meeting with hired Designer and/or Florist

Keeping on Task

- Create and provide a customized checklist to remain on task and target in weeks leading up to the wedding date
- Support client with proofreading and scheduling dates for guest announcements (save-the-dates, invitations, etc)
- Creation of wedding day timeline and production schedule
- Coordination with all hired professionals for seamless flow on the wedding date
- Coordinate a final venue walk-through prior to the wedding date (as able)



On-Site Management

- Provide complete event day management and coordination to ensure timely starts, successful and complete set-up/ breakdown of each vendor as outlined in contracts, complete guest coordination and guidance, etc.
- Coordinate song cues and lineup for wedding ceremony and reception
- Assist with mini walk-through with any vendors (as needed)
- Ensure Bride, Groom, and families are given a five-star level of service
- Oversee hair and make-up schedules
- Provide condensed timelines for the Bride's family and Groom's family to ensure all parties are on the same page for the wedding date
- Greet and direct all guests upon arrival (distribution of any miscellaneous items and/or guest favors)
- Provide exceptional hospitality to all guests (supporting with any last-minute questions or requests)
- Oversee grand entrances and formality timeline



Awarded The Knot's 'Best of Weddings' & Hall of Fame for the past 7 years.



Luxury Travel Guide's Wedding Specialist of the Year 2016 & Wedding Awards 2018 Winner.



Pictured above left to right: Brittany and Taylor

Thank you for considering Eventrics Weddings. Our team would be honored to support you in planning the event of a lifetime!

Brittany Ellis
Owner | Event Director

Taylor Hosegood
Senior Planner

