



## Full Service for Peace Of Mind **Beginning at \$3400.00**

This is Ame Soeur Events comprehensive list of wedding management services. Couples looking for someone to take charge of their event from beginning to end; freeing them from the stress of planning their wedding while juggling their lives choose to have us create a custom package to fit their every need! We take your vision and design a flawless event!

### **Pre-Wedding Services**

- Initial Consultation-(Scheduled once a signed contract and deposit are received)
  - Couples Wedding Profile and Onboarding information for enrollment in our online event management system is created during this meeting
- Monthly meetings-In depth discussions regarding all aspects of your wedding day
- Etiquette guidance
- Planning, development, and guidance for your wedding budget; and management of budget to help keep you from unknowingly spending your children's college fund! We will track and revise your expenditures leaving you with a budget that is always current.
- Vendor Referrals-based on your ideal budget and preferences
- Arrangement of and Attendance at vendor meetings with couple (limited to 4 appointments)
- Arrangement of and Attendance at venue tours (limited to 4 tours)
- Preparation and maintenance of customized task list to keep you on track
- Preparation and maintenance of a vendor payment schedule with email reminders of payments due
- Assistance with selection of invitations, thank you cards, place cards, favors
- Assistance with assembling and mailing wedding invitations
- Attend final seamstress appointment to make sure we know details of the bustling of your gown
- Assist bride with transportation of wedding gown to bridal portrait shoot and provide assistance to bride during photo shoot
- Arrange accommodations at area hotels for overnight guests
- Assistance with menu selection for rehearsal dinner, cocktail hour and reception
- Assistance with location selection for rehearsal dinner
- Assistance with transportation arrangements to and from ceremony and reception
- Creation and maintenance of calendar to track appointments and deadlines
- Assistance with décor selections and rentals
- Preparation and maintenance of guest list with RSVP's
- Final Planning Meeting
- Creation of timeline and distribution to vendors
- Create reception layouts to include placement of buffet, drink stations, bar, dance floor, reserved seating, etc.
- Create ceremony layouts to include seating, altar placement, chair placement, etc.
- Confirmation of all vendors two weeks prior to your event

- Coordination of ceremony rehearsal (Travel fee of \$75 for locations more than 35 miles round trip from Cedar Park, Tx)
- Emails, phone calls and texts are unlimited!

## Day of Wedding Services

- ASE coordinator and assistant on site to assist with wedding day activities (Guest counts over 150 require additional assistant for every 150 guests-\$200.00)
- One assistant to the bride, groom and bridal party
- Point of contact for all vendors
- Assist ceremony and reception venue staff in set up
- Installation of personal photos, guest book and pens, gift table accessories, unity ceremony items, bridal portrait, cake table items such as plates, napkins, forks, cutting utensils, toasting goblets and other specifically for the cake table, meal place cards, seating chart and escort cards, reserved seating signs, chair covers, tying of chair sashes, placement of reception table décor such as chargers, photos, favors, napkins and other décor not provided by florist or rental company
- Delivery of snack trays to bridal party as requested (cost incurred by client)
- Assist photographer in pre-ceremony and post-ceremony photos as requested
- Ensure officiant has marriage license
- Ensure honor attendants or officiant has wedding rings
- Distribution of personal flowers for bride, bridesmaids, groom, groomsmen, ushers, parents, grandparents, house party and other key members of the bridal party
- Cue ceremony musicians for processional music
- Direct processional getting bridal party lined up and ready to walk down the aisle
- Loading of wedding gifts into designated vehicle for safe keeping
- Bustling of the wedding gown
- Distribution of final payments and gratuities to vendors
- Movement of any ceremony items to the reception/indoor venue location
- Movement of wedding gifts to safe location until family members or friends can load into designated vehicle
- Direct reception activities including introduction of couple to reception, first and formal dances, cake cutting, bouquet/garter toss, toasts and get away
- Cutting and plating wedding cake(s)
- Boxing up of left over cake in preparation for designated person to take home
- Preparation of meal and cake for couple to be placed in getaway car or venue refrigerator
- Distribution of get away items and lining up of guests in preparation for couples getaway
- Packing of personal décor items to be located in central location giving designated family or friends easy access to loading into vehicles
- Oversee venue clean up
- Access to wedding day tool kit

## Post Ceremony Services

- Return Tuxedos to rental company
- Return items to cake baker
- Return small florist/rental items (limited to 50 pounds or under)
- Deliver wedding gown to cleaners (or other location as directed by bride)