

# Mylestones

*"For all of life's important steps"*

Because every couple and every wedding is different, we know that some people want to plan their entire wedding themselves and just need a director for the day, and others want an advisor by their side from the beginning of their engagement to the end of the reception. In addition to hourly consultations, we are happy to offer three different service packages, designed to provide just the amount of coordination to fit your needs.

Our "Here and Now" Package is ideal for the couple who has done all of the planning for their wedding, but would like to have a coordinator assist with the details of the "wedding weekend." This package provides a director who will oversee the rehearsal, ceremony, and reception. This allows for the day to flow smoothly and takes stress off of the wedding party and the family so that they may relax and enjoy the day.

Our "From This Moment On" Package is designed for the couple who has done most of the general planning for their special day, but would like some help with the details. This package includes all of the services listed in the "Here and Now" Package, and also provides assistance in areas such as vendor selection, choices of passages and music for the ceremony and reception, and arrangements for out of town guests.

Our "I'll Always Be Right There" Package is perfect for the couple whose schedules don't allow for enough time to plan a wedding, or for those who would like to have some guidance through each step of the planning process. As our most comprehensive coordination package, it includes all of the services listed in our other two packages, as well as providing a personal advisor to the couple for the entire planning process. The coordinator will schedule and attend appointments with the couple, assist with selection of the wedding party and attire, assist with newspaper announcements and obtaining the marriage license, develop a budget and payment schedule, and ensure that no details are left out.

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**[www.mylestonesonline.com](http://www.mylestonesonline.com)**

**864-599-6387**

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## "Here and Now" Package

As your wedding coordinators, we will:

- ♥ Be available for unlimited phone/e-mail consultation
- ♥ Meet with you 2 weeks prior to wedding to discuss and finalize details
- ♥ Review vendor contracts
- ♥ Prepare schedules and itineraries for all vendors
- ♥ Direct the rehearsal
- ♥ Make sure all necessary items are taken to the ceremony and reception sites
- ♥ Oversee and assist with any set-up for the ceremony and reception such as vendor arrivals, placing flowers, place cards, centerpieces, table settings, toasting glasses, guest book and pen, etc.
- ♥ Anticipate problems and solve them while you enjoy your day
- ♥ Work together with all vendors to ensure all plans and schedules are followed and no details are overlooked
- ♥ Provide wedding day emergency kit
- ♥ Oversee ceremony including, but not limited to making sure flowers have arrived, pinning corsages and boutonnieres, monitoring timing and general flow of ceremony
- ♥ Bustle gown
- ♥ Assist DJ with introductions, formal dances, cake cutting, bouquet and garter tosses
- ♥ Disperse final payments to vendors
- ♥ One hour before end of reception, ensure that all gifts, cards, clothing, etc. are taken to the correct location
- ♥ Box up personal items such as cake knife and server, toasting glasses, guest book and pen, etc.
- ♥ Ensure that all clean-up is done completely

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## "From This Moment On" Package

As your wedding coordinators, we will:

- ♥ Provide unlimited consulting and answer etiquette questions
- ♥ Help you understand the definition and purpose of certain services and professional language, and the reason for certain costs or charges
- ♥ Keep all materials, plans, and details organized
- ♥ Assist with ways to save time and reduce stress
- ♥ Represent you in coordinating plans with the vendors you have hired
- ♥ Monitor all work that is done by the vendors
- ♥ Assist with the bridal registry
- ♥ Offer errand and shopping services
- ♥ Assist in selection and wording of invitations and/or programs
- ♥ Assist in selection of music for ceremony and reception
- ♥ Assist in selection of vows, scriptures, and special readings
- ♥ Assist in selection of menu
- ♥ Coordinate room blocks and arrange transportation for out of town guests
- ♥ Provide information on local activities, dining, shopping, etc. for out of town guests
- ♥ Create and mail newsletter to out of town guests
- ♥ Return rental items and/or tuxedos
- ♥ Return cake parts or floral items
- ♥ Deliver wedding gown and/or flowers to preservationist

This package also includes all services listed in the "Here and Now" Package.

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## "I'll Always Be Right There" Package

As your wedding coordinators, we will:

- ♥ Educate the bridal couple on traditional and modern etiquette
- ♥ Work to ensure that you receive the absolute best quality, service, and price
- ♥ Be a mediator between the wedding couple and family members
- ♥ Plan and manage a budget
- ♥ Develop and manage a payment schedule
- ♥ Provide monthly progress updates
- ♥ Assist with wedding design or theme ideas
- ♥ Recommend ceremony and reception venues
- ♥ Provide recommendations from a network of reputable vendors
- ♥ Schedule and attend meetings with vendors
- ♥ Offer ideas to help add personal touches to your wedding to make it more unique and special, and to reflect your personalities or interests
- ♥ Assist in selection and coordination of the wedding party
- ♥ Assist with selection of bridal and wedding party attire
- ♥ Assist with writing and publication of newspaper announcements for both engagement and wedding
- ♥ Offer assistance with bridal shower planning
- ♥ Schedule and attend gown fittings
- ♥ Oversee ordering and fittings of wedding party attire
- ♥ Design floor plans and seating charts
- ♥ Order wedding favors, accessories, and gifts for attendants
- ♥ Assist with obtaining marriage license
- ♥ Hold marriage license to give to officiant
- ♥ Schedule appointments for wedding couple, family, and wedding party at salons or spas
- ♥ Provide wedding party with schedules and itineraries and ensure knowledge of their responsibilities
- ♥ Design and/or assemble welcome packages of gift baskets for out of town guests

This package also includes all services listed in the "Here and Now" Package and the "From This Moment On" Package.

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In addition to our service packages, we also offer the following services for an additional charge:

- ♥ Manage guest list including tracking RSVPs
- ♥ Assemble and address invitations
- ♥ Coordinate rehearsal dinner
- ♥ Assist in planning post-wedding brunch