

# MAGNUM OPUS EVENTS

## PLANNING PACKAGES

Packages are customizable to your preferences.

### MEZZO PACKAGE

Timeline  
Layout  
Vendor Coordination  
Ceremony Rehearsal

Dinner & Reception Coordination  
Venue Coordination  
Setup/Takedown Management

**Package pricing is based on the scope of your event.**

#### In person meetings

**Initial planning:** At the time of signing, we will meet either in person or via Zoom to discuss a rough timeline of the ceremony and reception venue, review the details of the day, your priorities and expectations, as well as to review all vendor contracts.

**Final walkthrough:** Approximately 30 days before your wedding, we will meet at the venue along with your caterer and other important vendors to walkthrough your entire event. Timeline, setup, layout and event details will be finalized during this meeting.

#### Along the way

Throughout your planning process, monthly calls or Zoom meetings will be scheduled to recommend vendors, confirm planning details, discuss timeline, etiquette advice and answer questions that arise as you're planning.

#### The Process

30 days before your wedding

Generate comprehensive event timeline, installation timeline, family/wedding party timeline and ceremony processional

Create detailed layout of ceremony, cocktail, and reception setup

Contact the Catering/Venue manager to review Banquet Event Order and event schedule

Review and confirm final event timeline, production/installation schedule, and logistics with all vendors

Liaise directly with vendors to answer any load in/event related/load out questions.

Review timeline and bridal processional with the ceremony musicians and officiant

## **Rehearsal**

The Day before your wedding, we will meet at the venue or rehearsal site to go over the timeline, review any personal items needed for wedding day, discuss any final updates.

Ceremony rehearsal management: we will oversee your ceremony rehearsal, which will include your officiant, bridal party and any integral ceremony participants.

## **Wedding Day**

Oversee set-up and installation of your wedding vendors: Photographer, D.J./ Band, Ceremony and Cocktail Musicians, Caterer, Florist, Lighting Company, Cake Vendor and Rental Company.

On-site point of contact for you, your wedding party and your parents

Distribute final payments and gratuities to vendors

Ensure your wedding day runs as seamlessly as possible

Ensure gifts, favors, cake top, champagne flutes, guest book, cake knife, and other personal items are returned to a designated person before they depart at the conclusion of the event

# FORTE PACKAGE

Timeline	Dinner & Reception Coordination
Layout	Décor & Event Design
Budget Management	Event Rental Coordination
Guest List Coordination	Vendor Coordination
RSVP Management	Venue Coordination
Ceremony Rehearsal	Setup/Takedown Management

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## In person meetings

**Initial planning:** At the time of signing, we will meet to discuss a rough timeline of the ceremony and reception venue, review the details of the day, your priorities and expectations, as well as to review all vendor contracts.

**Design:** We will meet in person to select your event rentals and plan design elements throughout your event.

**Final walkthrough:** Approximately 30 days before your wedding, we will meet at the venue along with your caterer and other important vendors to walkthrough your entire event. Timeline, setup, layout and event details will be finalized during this meeting.

## Along the way

You will have unlimited scheduled calls throughout your wedding planning to recommend vendors, confirm planning details, discuss timeline, etiquette advice and answer questions that arise as you're planning.

## The Process

Establish a comprehensive budget and advise you through the planning process

Recommend vendors and assist with their contract management

Create guest invitation and RSVP tracking documents

Manage RSVPs if desired

Create and manage an ongoing task list

Assist with décor selection and overall event design

Generate comprehensive event timeline, installation timeline, family/wedding party timeline and ceremony processional

Create detailed layout of ceremony, cocktail, and reception setup

Contact the Catering/Venue manager to review Banquet Event Order and event schedule

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