



Wedding & Event Coordination

Full Service- Options

From a backyard, tented extravaganza under the stars to classic ballroom soiree to a romantic vintage mansion, we at Simply Perfect by Melissa will create a unique celebration to reflect the two of you. Through the use of décor, colors and textures, and our keen eye to details-n we can take your special event to a new level.

Here is list of some of the services we can provide for you...

- | | |
|---------------------------------|-------------------------------|
| Budgeting | Videography |
| Engagement Management | Cake and Desserts |
| Jewelry and Accessories | Flora and Décor |
| Bridal Gown | Table Settings and Linens |
| Attendants Attire | Lighting and Special Effects |
| Ceremony arrangements | Seating Assistance |
| Officiant recommendations | Beauty- On site or Off site |
| Wedding stationery needs | Hair |
| Save the Dates | Make-up |
| Invitations | Spa Services |
| Programs | Out of Town Guest |
| Menu Cards | Arrangements |
| Place cards | Hotel Accommodations |
| Thank-you cards | Transportation |
| Calligraphy/Addressing Services | Activities |
| Etiquette | Gift Baskets |
| Reception Location | Attendants Gifts |
| Entertainment | Wedding and Gift Registry |
| Photography | Unique details to reflect you |

Platinum

This is the ultimate full service plan. Leave all the elements of your special weekend up to us- the rehearsal, wedding day, and morning after activities! This is designed to assist those who are busy and have little time to plan, who may be planning a wedding from out of state, or for those who simply want an event like no other. We assist you in finding quality professionals in all of the areas above to create your wedding weekend. We will be by your side for your entire engagement - planning and coordinating the weekend of your celebration.

Simply Perfect by Melissa ● Chicago, Illinois

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Gold

This full service plan is all inclusive for your wedding planning needs. We will help to create the perfect wedding day designed for you and your fiancé! The list above includes all the areas we assist you to find quality professionals make your wedding day amazing. From beginning to end, we take you through the process of planning your once in a lifetime wedding day.

Partial Planning

This plan is for those who enjoy some aspects of planning, but would like to eliminate the many hours of research needed to find the perfect vendors. We will be your guide through referring and selecting all of your vendors. We will arrange all of your meetings, manage your expenses, and act as an unlimited resource to you.

**This does not include attendance at appointments or arranging out of town guest accommodations or activities.

Specialized Services

Day of Coordination

This plan is for those who have planned out their perfect day and now want to make sure it all comes together. We begin working with the bride and groom three months prior to the wedding date to help finalize plans and meet all of the hired vendors. This plan includes:

- Site walk through with the bride and groom
- Attend final appointments with vendors
- One-on-one appointment with the bride and groom to discuss
 - their vision of the day
 - vendors hired
 - create a timeline for the wedding
- Manage final vendor payments on the day of the wedding
- Set-up the ceremony as needed- programs, runner, etc.
- Set-up the reception room- place cards, favors, menu cards, etc.
- Oversee the rehearsal and entire wedding day
- Provide an emergency kit for the day of the wedding

*** This package does not include any vendor referrals. This can be added on under a la carte options.

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Extra Help (add this to Day of Coordination)

As the wedding day gets closer, the details may be overwhelming or some of your plans may change. Whether questions on etiquette arise, a last minute vendor change is needed, or planning questions arise, relax knowing that we can be there to smooth things over and insure a perfect day.

Rehearsal dinners, morning-after brunches, or weekend activities

These can be added onto a package or booked on their own. We can help to find a location to host these events for all sizes, styles, and locations, recommend décor, and any other special details to create another fabulous event for your wedding weekend.

A La Carte Services

These are a few additional services that you can add onto Day of Coordination or request individually. Look for the services with a * beside it...clients who are using us to coordinate an aspect of their wedding receive a special discount.

Wedding Finances 101

This is great if you book us for day of coordination early in your planning and need some help understanding what a wedding costs, what vendors may be your best investment, and how to get the most for your money. This session is 2 hours long and at the end, you will have a customized budget for your wedding and a wealth of valuable knowledge to send you on your way to planning your wedding.

Venue Search

Finding the perfect location to host your wedding is one of the most challenging parts of planning. You have a particular feel or look in mind and find a match may not be easy. We have a comprehensive list of locations to match you with what you are looking for. After a consultation to discuss your budget, ideas, and vision, we will provide 5-7 locations and schedule and attend site visits with you.

Vendor Assistance

Are you struggling to find the perfect photographer, stationer, florist, etc. that offers a particular service? Meets your budget? Is unique? We can help you to find the perfect fit! We will recommend 3-5 highly qualified vendors, and arrange appointments for you to visit with them.

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Calligraphy Service

We work with some of the finest calligraphers in Chicago. We will discuss the style that best suits your stationery and have a quote prepared. As a complimentary service to our clients, we will deliver your stationery items to the calligrapher and back to you when completed. All of our calligraphers offer a variety of styles and colors to choose from.

Computerized beings at \$1.50 per set

Computerized placecards \$0.75 each

Pen style starts at \$2.00 per set

*Stationery Items

We carry several lines of fine stationery. With all of our packages above, we include a complimentary one hour stationery session to view our products. All of our clients using our coordination services will receive *20% off their stationery products.***

**Jean M and Chloe B are excluded from the discount.

Honeymoon Planning

The Caribbean, Hawaii, South Pacific Islands...pick our dream destination and we can help plan your honeymoon. SPM works closely with Sandals Resorts as well as others. We have access to competitive pricing for destinations and resorts all around the world. We offer a one hour consultation to discuss your honeymoon vision and offer a few quotes. For more in-depth planning- excursions, multi-stop trips, etc. , we can assist you through the whole process!

Price will be quoted

Additional Assistants on the day of the wedding

We decide based on the logistics of your day and the size of the wedding how many assistants need to be present at various parts of your wedding day. If request additional help, we will gladly provide more assistance.

We have packages beginning at \$950.00. Please contact us for a quote on your wedding.

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