PACKAGE

THE THOMAS & MARIE PACKAGE

The Thomas & Marie is the namesake of Chapel of M's creative director and senior designer. This all-encompassing portfolio of services will be completed by Lindsay Marie (our expert senior designer) with the assistance of our renowned creative director, Michael Thomas. Additionally, this power-house team will work in-coordination with our other Chapel of M staff to enrich your event beyond compare, and gives you the power to utilize two experts in creating a grand experience for you and your guests.

This package is ideal for couples who are wishing to create an event that is unlike anything their guests have ever seen before and narrows down every detail, rose petal placement, music option, and every spoken word - a truly comprehensive "white glove" planning and design experience. If you're known for being a perfectionist, detail-oriented and putting together top-notch "gala" or "black tie" events - choose this package

In addition to the supplemental expertise, complimentary offerings and services, the T&M package opens the doorway to your creativity and makes each decision another element that represents you and the experience you want to give your guests. This package includes all of the scope and services of our other packages, and boasts additional planning, coordinating and design services that molds itself into a turn-key design portfolio package - perfectly crafted for a surreal wedding.

The following pages are an itemized listing of the services & scope of the Thomas & Marie package. If you have any questions about the services included in this package, or would like to customize and add additional a la carté services - please contact us for a free consultation to learn more!

THOMAS & MARIE PACKAGE

180 DAY+ PLANNING & COORDINATION

Starting at \$5000

The Holy Matrimony package is one of our most popular packages that encompasses all aspects of design, planning and coordination for your event. Allow Chapel of M to assist you with your event structure, planning, designing! We will be your expert guide navigating your wedding from planning to selecting vendors, venues, and entertainment. Our sole focus is understanding your dream event and making it into reality through our connections, expertise, and unparalleled design. When your BIG day comes, you'll be at ease (at least from a planning perspective) knowing Chapel of M is still hard at work coordinating and being your event liaison so you can enjoy the day you created.

This package includes all of the scope and services of the Newlywed package, plus an entire listing of additional design and services, including extra complimentary items.

The following pages are an itemized listing of the services & scope of the Holy Matrimony package. If you have any questions about the services included in this package, or would like to customize and add additional a la carté services - please contact us for a free consultation to learn more!



Complimentary

- ✓ Wedding Itinerary Design
- ✓ Rehearsal Directions & Instructions
- ✓ Ceremony Event Timeline Creation
- ✓ Head Table and Guest Table Mock-ups
- ✓ Wedding Thank You Gift
- ✓ Vendor & Officiant Discounts
- ✓ Invitation/Envelope, Menu, Thank You Design
- ✓ Event Design Layout/Mock-up
- ✓ Comprehensive Master Vendor List
- ✓ Assist in Speech Writing for Bride/Groom/Officiant

+ plus +

- \checkmark Bridal party and guest dress guide
- \checkmark Wedding Website Setup and Design
- \checkmark Custom Designed QR Code Generator
- ✓ Gift Registry Setup





- \checkmark In-person planning and detail sessions prior to event (up to 8 virtual/in-person sessions)
- \checkmark Unlimited email, phone, text communication (always included)
- ✓ Expert Design & Décor assistance (always included)
- \checkmark Design & Décor mock-ups & instructions for quick assembly and setup
- ✓ Décor itemized specification list
- \checkmark Personalized curated timeline creation, unique to your event schedule
- ✓ Ceremony & Reception Seating Chart and Layout (customized to venue)
- \checkmark Communication, confirmation and coordination of vendors' activities
- \checkmark Comprehensive Rental Item listing, count, and information for return
- ✓ In-person Venue Rehearsal liaison w/Officiant (1 hour at location of rehearsal)
- \checkmark Budget planning and management throughout planning process
- \checkmark Routine check-ins/activity log to ensure your planning is moving forward
- \checkmark Recommendations and assisting selecting venues, vendors and event services
- \checkmark Assist in reading through venue and vendor contracts (as needed)
- \checkmark Accompany clients to vendor meetings/tastings (part of in-person sessions)
- \checkmark Assist in curated wedding estimates from vendors (specifically tailored to your event)

 \checkmark Pick-up items from vendors the week before event (i.e. printed items, décor, floral arrangements, miscellaneous items (must have signed waiver)

+ plus +

- \checkmark Full-event branding and design
- ✓ Monogram or Logo Design
- ✓ Negotiate w/vendors on your behalf (get you the best pricing)
- \checkmark Curated custom tracklist for each segment of the event (no surprises from the DJ)
- ✓ Assist in writing of vows (structure, wording, tone, length we will keep them a secret)
- ✓ RSVP tracking and outreach on your behalf
- \checkmark Discounted Chapel of M products and rentals
- \checkmark Two (2) virtual or in-person sessions with our Creative Director, Michael Thomas**



Day-of

- \checkmark 10 hrs of day-of-event services with our senior designer/planner
- ✓ Greet and organize vendors upon arrival
- ✓ Setup and stage event décor to event design specifications and industry standards
- \checkmark Manage event timeline and coordinate event activities and vendors
- ✓ Cue Music and Entry of Guests, Bridal parties, and Couple for Ceremony & Reception
- ✓ Guide guests through the event: ceremony, cocktail hour, reception areas, etc.
- \checkmark Transition décor from ceremony to reception area
- \checkmark Move gifts and wedding cards to secure area as directed
- \checkmark Make announcements as necessary as directed by the couple
- \checkmark Assist with bridal party flowers (pass out, pin, and protect boutonnieres & bouquets
- \checkmark Fluff, hold, bustle gown as needed during event and photos
- \checkmark Assist Bride & Groom (personal assistant) as needed throughout the event
- \checkmark Be the couple's point-person and contract for all questions and event needs
- \checkmark Additional Chapel of M day-of coordinator, 2 coordinators total (10 hours)
- \checkmark Assist in loading rental items, décor and gifts into designated vehicles

+ plus +

- \checkmark Lindsay Marie and Michael Thomas co-coordinate on your event day
- \checkmark Plus (1) Additional Chapel of M executive assistant/coordinator
- \checkmark Chaperon bridal party to ensure timely entrances and keep on schedule
- \checkmark Assist during photos order, guest arrangement (in coordination with photographer)
- \checkmark Assist in completing marriage license
- ✓ Michael Thomas' customized "Philosophy of Marriage" speech (Optional)



After

The event has concluded and you have completed one of the most joyous days of your lives. All of the hard work planning, preparing, coordinating has all been executed flawlessly - but Chapel of M is here to help finish some last minute tasks - so you don't have to!

 \checkmark Assist with tear down of event

 \checkmark Ensure gifts and personal items are packed and stored in secure designated areas

✓ Allocation, count verification and staging of rental items for pick-up after event

✓ Distribute final payments/tips to vendors (as designated by client)

 \checkmark Close-down of the venue (up 1 hour after conclusion of reception)

+ plus +

✓ Full Tear-down of Event (break down chairs, tables, collect linens, etc.)
✓ Load Items into Moving Trucks, Vans, etc. (waiver must be signed)
✓ "Lights off" service (we stay so you or your guests don't have to)*





MINNEAPOLIS

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LOS ANGELES

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