



THE
CHAPEL
PACKAGE

THE
CHAPEL
PACKAGE

(MONTH-OF)
PLANNING & COORDINATION

STARTING AT \$1750

In the time leading up to your wedding and event, many last minute details need to be finalized and coordinated. Enjoy your day stress free by allowing Chapel of M to assist you, starting one month prior to your event. Chapel of M will execute your design, planning and coordinate with vendors - and be the day of contact to ensure your event goes smoothly.

The following pages are an itemized listing of the services & scope of the Chapel 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!



THE
CHAPEL
PACKAGE

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

BEFORE

- ✓ In-person planning and detail sessions prior to event (up to 2 virtual/in-person sessions)
- ✓ Unlimited email, phone, text communication (always included)
- ✓ Expert Design & Décor assistance (always included)
- ✓ Design & Décor mock-ups & instructions for quick assembly and setup
- ✓ Décor itemized specification list
- ✓ Personalized curated timeline creation, unique to your event schedule
- ✓ Ceremony & Reception Seating Chart and Layout (customized to venue)
- ✓ Communication, confirmation and coordination of vendors' activities
- ✓ Comprehensive Rental Item listing, count, and information for return
- ✓ Attendance at Rehearsal (1 hr., if schedule allows)



THE
CHAPEL
PACKAGE

DAY-OF

- ✓ 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
- ✓ 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.
- ✓ Transition décor from ceremony to reception area
- ✓ Move gifts and wedding cards to secure area as directed
- ✓ Make announcements as necessary as directed by the couple
- ✓ Assist with bridal party flowers (pass out, pin, and protect boutonnières & bouquets)
- ✓ Fluff, hold, bustle gown as needed during event and photos
- ✓ Assist Bride & Groom (personal assistant) as needed throughout the event
- ✓ Be the couple's point-person and contract for all questions and event needs

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!

- ✓ Assist with tear down of event (if time allows)
- ✓ 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)
- ✓ Close-down of the venue (up 1 hour after conclusion of reception)





MINNEAPOLIS

THE
CHAPEL
PACKAGE

LOS ANGELES

WWW.CHAPELOFM.COM

©2022 CHAPEL OF M LLC