



THE
HOLY
MATRIMONY
PACKAGE

THE HOLY MATRIMONY PACKAGE

MOST POPULAR

6 MO.+ PLANNING & COORDINATION

Starting at \$2500

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 Chapel 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!



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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

+ plus +

- ✓ Invitation/Envelope, Menu, Thank You Design
- ✓ Event Design Layout/Mock-up
- ✓ Comprehensive Master Vendor List
- ✓ Assist in Speech Writing for Bride/Groom/Officiant



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Before

- ✓ In-person planning and detail sessions prior to event (up to 8 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 Venue Rehearsal (1hr., at location, if time allows)

+ plus +

- ✓ Budget planning and management throughout planning process
- ✓ Routine check-ins/activity log to ensure your planning is moving forward
- ✓ Recommendations and assisting selecting venues, vendors and event services
- ✓ Assist in reading through venue and vendor contracts (as needed)
- ✓ Accompany clients to vendor meetings/tastings (part of in-person sessions)
- ✓ Assist in curated wedding estimates from vendors (specifically tailored to your event)
- ✓ Pick-up items from vendors the week before event (i.e. printed items, décor, floral arrangements, miscellaneous items (must have signed waiver)



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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

+ plus +

- ✓ Additional Chapel of M day-of coordinator, 2 coordinators total (10 hours)
- ✓ Assist in loading rental items, décor and gifts into designated vehicles

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
- ✓ 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)





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