

Memorable Dreams Events

Planning Packages and Options

Your event is important to us at Memorable Dreams. Our pricing takes into consideration the style, size, location and complexity of your event. During our free initial consultation with you, we determine which of our services would best suit your needs. We are then able to prepare a proposal and price structure, based on the information you provide, catered specifically for you and the event you've always imagined.

Hiring an Event Planner does not have to break the bank. We also offer hourly consulting. If you're working on a budget, we can help you save money by recommending preferred vendors and helping you stick to your budget. A few hours of key consultation might save you thousands! Many people think they can't afford an event planner if their event is a Virgin Islands destination event.

All of our proposals are completely custom and prepared to fit your unique needs. We use our knowledge from getting to know you, based on our initial conversations with you, to gauge the level of support & services you require and put together a proposal that meets those needs. Whether you need hourly consulting to full service event planning we aim to prepare a proposal that fits you! Just getting started and have no idea where to get married or even where to start looking? We have helped many clients find their perfect venue, review vendor contracts or provide vendor recommendations during our personalized hourly consultations for \$75/hour.

GETTING STARTED

This package includes everything you need to get started including:

- A customized to-do list from now until your event
- A comprehensive budget worksheet
- A list of event venue recommendations based on your budget, style and guest list
- A list of preferred vendor recommendations based on venue, budget, style and your personality.

MONTH-OF COORDINATION

For Memorable Dreams, our Month of Coordination package is not just services for the day of your event. Our comprehensive package includes up to 10 hours on the event day, and many hours of planning prior to your event as we pull together all of the details to ensure a smooth and stress-free day.

Our typical Month of Coordination package includes the following:

- Meet with you prior to your event to get to know your vision. We like to develop close relationships with our clients no matter what package you select with us.
- Work with you and your vision for your day we develop a comprehensive day-of schedule including all of your vendors.

- Contact and communication with your vendors to develop a schedule that runs smoothly and works for everyone.
- Review of all vendor contracts to ensure efficient timing for the day and that no detail is overlooked.
- Confirmation calls with your vendors the week of the event to finalize the schedule and timeline.
- Attending your final meeting (walk through) at your venue and reviewing the BEO (Banquet Event Order).
- On-site coordination and supervision at your ceremony and during the reception. This includes working with all vendors including the venue, florist, musicians, photographer, and baker on their set up and schedule fulfillment.
- Coordination until all the scheduled events have taken place during your event day, An assistant for the day of your event, if event is over 100 guests.

PARTIAL AND FULL SERVICE PLANNING

Because our packages are completely custom, our partial and full service customized packages might include some or all of the items below (contact us for additional inclusions):

- Décor: Help with developing your style, colors, theme and incorporating your unique signature into your day.
- Provide recommendations and assistance for tying together your floral, linens, lighting, furniture, stationery and all décor to complete the vision for your day.
- Event styling: As an event designer we can assist you with design and styling for the event itself. Vendor recommendations and overall coordination: We put together a customized list of preferred vendors (florists, photographers, videographers, caterers, musicians, etc.) based on your style, budget and personality that we feel is the best fit for you and your event.
- Contract review: We review your vendor contracts to ensure you've booked enough hours and there aren't any hidden items to watch out for.
- Attendance at vendor meetings, tastings, site visits: We set up and attend meetings with vendors, site visits at your venues, coordinated décor and design meetings, set up tastings with caterers and bakers. These are just a few of the type of meetings we attend on your behalf during the planning process.
- Stationery coordination: This might include the management of the design and production of your save the dates, invitations, place cards, menus and other printed materials.
- Coordination of rentals: This might entail tents, linens, tables, china, silverware, chairs and also portable restrooms, generators, staging, flooring or draping.
- Transportation coordination: Booking and ensuring smooth timing of all event day transportation for you and your guests.
- Welcome bags & favors: Provide ideas, shopping for, assembling and delivery welcome bags and favors for your event
- Hotel accommodations: Coordinating blocks of rooms at selected hotels

OUR UNIQUE EXTRAS/A LA CARTE OPTIONS

Memorable Dreams knows that there are a lot of little extras that pop up while planning for any event. We offer the following services that make your life that much easier:

- Wedding Officiants/Ministers
- Personal Styling: shopping for event day attire, accessories for you. Putting together a complete look from head to toe!
- Event website: creation of your own event website.
- Handling of your RSVP's (can include receiving and tracking your RSVP's)
- Honeymoon arrangements

CONSULTING

If you plan on being a hands on bride but just need a little extra help answering questions and such? This is the option for you. Consultations are billed on an hourly basis which allows you to just ask the questions you need answered while staying within your budgets. Whether is just someone to perform site tours and take photos to send to you or whether you just need a referral to a florist, we can do it for you!

Please [contact us](#) to request more information on our Event Planning services.