



Event Planning Packages

The "Big Day" Day of Coordination Package

Begins 30 days prior to your wedding date and includes:

~ Planning for the Big Day~

- Initial Consultation with Coordinator to see where you are in the planning process and to go over your wedding day expectations. This will include a custom Mai Oui! Event Day Inventory workbook.
- Collect all Vendor information and contact numbers, and introduce the Mai Oui! Planning staff as the new point of contact for all vendors moving forward. Review all vendor contracts and determine balances due.
- Unlimited calls and emails during office hours Monday-Friday 9am-5:30pm
- Create a detailed wedding day timeline and email it to the entire bridal party
- Final walkthrough at Ceremony and Reception site to determine set-up plan for the wedding day and to develop Reception Blueprint. Outlining the timing of introductions, toasts, special dances etc.
- Develop Vendor Timeline so each vendor knows when they are to arrive and where they will set up
- Contact all vendors 10 days prior to the wedding day to confirm arrival times, balances due and review important details of their services and contracts, we will also provide them with the Vendor Timeline
- Details Checklist for Bride to make sure nothing has been missed

~Rehearsal Management~ (Up to 1 ½ Hours)

- Organize wedding rehearsal with Officiate
- Coordinate bridal party entrance and run through ceremony processional and recessional two times
- Confirm the duties for the ushers, greeters and any other attendants that will be assisting guests
- Explain the wedding day timeline to bridal party and ensure everyone is clear on what needs to happen.
- Ensure that Officiate has a copy of the program and is aware of the order of events for the wedding

~ Event Day Management~ (Up to 12 hours of service)

- Check-in with bride and bridal party approx. 4 hours prior to event, either in person or via phone, to make sure everything is going well with hair, make-up and pre wedding photography
- One Lead Coordinator and One Assistant Coordinator to oversee décor set up, and vendor arrivals at ceremony and reception site.
- Manage bridal party and ensure that everyone has the proper bouquets, boutonnieres, bridal party gifts etc.
- Provide Emergency Bridal Kit- with sewing kit, mints, protein bars, aspirin etc.
- Facilitate wedding ceremony from processional to recessional; oversee ushers and attendants

- Simultaneously coordinate set up of cocktail hour and reception, manage all details and finishing touches
- Coordinate Bride and Groom and Bridal party introductions with DJ, cue music for entrance
- Coordinate entertainment, announcements, special dances and toasts with the DJ; keeping the Reception Blueprint timeline in mind
- Facilitate Bride and Groom's sendoff; (announce last dance, hand out sparklers, confirm transportation etc.) according to Bride's specifications
- Help to usher guests out of the reception venue at the end of the night, ensure that they take favors, thank them for coming etc.
- Distribute any necessary payments of any outstanding vendor balances and tips/gratuities.
- Break-down reception venue, confirm pick up of any rented tables, chairs, china and linens.
- Gather gifts, cards and any décor to be kept by the bride in to one location for family member pick up.

~This Package is based on up to 150 wedding guest. Any guest count higher than that may be subject to additional cost.

~ Mai Oui! Event Planning Packages are highly customizable. We can remove services that you do not want and add services that you may not see in the list above. Any additional services, (such as out-of-town guest coordination, event design assistance, setting up and attending additional vendor meetings, coordination of rehearsal dinner etc.) can be added to the package for an additional cost.



“We are so happy and honored to help coordinate the most important day of your life! Taking the stress off of the Bride and her family, so that they can enjoy the day, is our top priority. Add The “Big Day” Day of Coordination Package to your catering proposal now for a beautiful and stress free wedding day!! You won’t regret it!”

- Mai Oui! Event Coordination Staff