



The Summit Mall • 13945 S. Virginia Street
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For the couple who has planned their wedding, but needs a professional to manage the wedding day to ensure that everything runs according to plan; My Wedding Library presents...

My Wedding Manager

{ Complimentary initial evaluation }

{ Before the wedding }

- Planning Meeting to create timeline and review special requirements
- Timeline, schedule and floor plan preparation
- Vendor contract review
- Rehearsal at ceremony location
- Confirmation of all vendors 1 week prior

{ The day of the wedding }

- Up to 8 hours on wedding day
- Set up of materials and decor
- Liaison with contracted vendors and supervise vendor delivery and set up
- Distribute flowers to the wedding party and assist with pinning
- Bustling of the wedding gown and arrangement of refreshments upon couple's arrival to reception
- Coordinate with entertainment to execute all of the day's Special Moments
- Distribute final payments and tips to vendors if needed
- Insure personal items (bouquet, cake topper, cake knife, portrait, guest book, goblets, gifts, etc.) are collected by bridal family or designated friends responsible for items

{ \$799 }



Package Additions:

- \$150 - Site Visit / Space Planning Meeting
- \$150 - Additional Time Day of, per Hour



My Wedding Manager Agreement

Wedding Date: _____ Location: _____
Name: _____

At My Wedding Library, we maintain the philosophy of an impartial environment. Rather than refer or recommend one vendor over another, we feature several vendor choices, empowering you to choose the vendors that best fit your needs.

PAYMENT:

\$199 non-refundable deposit payment due at contract signing date _____
\$300 or _____ installment payment _____
\$300 or _____ installment payment _____
Additional Services/Site Visit: Date: _____ \$ _____ date _____

HOUSE RULES: _____

MY WEDDING LIBRARY/MANAGERS is limited by the guidelines of the ceremony and/or reception site management. All rules as set out by each venue and vendor will be followed and respected.

MY WEDDING LIBRARY/MANAGERS reserves the right to use photos from your event for promotion, display, advertisement, Internet, publication, etc.

MY WEDDING LIBRARY/MANAGERS is not a referral based service. The client has contracted with and hired each vendor and MY WEDDING LIBRARY/MANAGERS is not responsible for their quality of service.

LIMIT OF LIABILITY: _____

In the unlikely event of severe medical, natural or other emergencies, it may be necessary to retain an alternative MY WEDDING MANAGER.

RIGHT OF WITHDRAWAL: _____

MY WEDDING LIBRARY/MANAGERS discovery of new information, changes to agreed circumstances without previous discussion, or other factors which tend to circumvent standard policies may result in withdrawal. Should MY WEDDING LIBRARY/MANAGERS initiate the withdrawal, all fees will be returned.

The undersigned has read, understands and agrees to the policies and terms listed in this contractual agreement.

{ } visa { } mc { } amex { } discover { } other

Credit Card #: _____
Exp date _____ CVV #: _____

Client _____ date _____

My Wedding Library _____ date _____

