

A Treasured Moment By Martha



It is the intention of both consultant and client to work together on the planning and coordination of the event. The consultant's role is initially of an advisor. The consultant will provide recommendations, advice and execution based on client's desires and budget, our responsibility is to ensure your wedding/event goes as smoothly as possible.

Client Name:
Address:
Wedding Date:
Email:

WEDDING PROPOSAL

Wedding Date:
Ceremony:
Cocktail Hour
Reception: From our list Ballrooms in Miami, Miami Beach, South Beach, Biscayne Bay, Key Biscayne, Coconut Grove, Coral Gables, Miami Springs, Kendall, Homestead/Redland, Florida Keys
Internationally: Punta Cana D.R, Cancun, Riviera Maya, Puerto Vallarta, Mexico
Costa Rica, Cartagena Col
Based on Attendance: ___
Open Bar ___
All Tables, chairs, glass ware, silverware based on count guest
Wine, Beer and Assorted Sodas
International and Domestic Cheese Tray with Fruits
Including any: Sit down Dinner/Bufferet/Brunch/Cocktail and Hot/cold
House Salad
Main Entree Choice of Chicken/Fish/Meat
Starch and Vegetables
Warm Rolls and Butter
Wedding Cake (butter or/Fondant)
Coffee, Tea, Decaffeinated

Ceremony set Up, Seat Covers, Sashes for chairs, Altar Decoration, Runner, Unity candle, Sand Glasses, Linens/or Gazebo depending of ceremony type
Flower Design: including centerpieces for the tables with season flowers arrangement with greenery and fillers, Center piece for the sweetheart table, Bouquet of roses, Boutonnieres, Corsage, Bridesmaids Bouquet
Service of Notary to perform Ceremony (You must have the Marriage license)
DJ Services, Limos/ or Classic Cars/Lights and Linens, Photos/Video, Invitations, Party Favors
All inclusive services described above and wedding planner services with management at day of the event

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Book with us and receive all added values below:

Complimentary One night Deluxe Accommodation for Bride and Groom ,Bottle of Chilled Champagne with Fruits on Wedding night In-Room American Breakfast for two. Also included in our Packages White Floor Length Linen, White Napkins on the Tables, Dance Floor, Staging for Band/ and/or DJ

Wedding Planning Services

- Develop Budget estimate
- Unlimited E-mail and local phone calls
- Customized planning timeline (to Keep)
- Continue support and planning updates
- Assistance locating ceremony site, locate and contract reception site.
- Assistance with florist & decoration inclusive white or/ivory linens
- Assistance with DJ and Music selection for the Ceremony and Reception Presentation
- Take care of contracts negotiations, executions and payments.
- Coordinate guest accommodations and transportation all travel needs if apply
- Securing vendors and services providers
- Assist in selection of wedding stationary from our Inventory books
- Assist the couple with the honeymoon package
- Purchasing décor accessories for the event and party favors ensemble (size and weight restrictions)
- Letter of introduction to all vendors to develop a level of comfort between all parties involved
- Provide event day timeline to all vendors , one week prior to Event Day
- Greet and meet Bridal party a day before of the reception/wedding rehearsal and assist with procession/recession line up
- Arrival to reception facility to receive all vendors and review the day's expectations of each
- Ceremony set up and Management
- Early arrival at the ceremony site to touch based with the ceremony officiator and provide items to be used for ceremony such unity candles or sand ceremony vases and hand deliver marriage license to officiator
- Exclusive Flower Design and décor services in house
- Assist Bridal party
- Assist Bridal party with ceremony line-up
- Assist Bride once she arrives at the ceremony site
- Cue everyone to start their procession once ceremony music starts
- Assist Bride with final touches prior to walking down the isle
- Make sure Bridal train is perfect once bride start her walk down the isle

**P.O. Box 961197 • Miami, FL 33296 • Phone (305) 386-6011 •
www.atreasuredmomentbymartha.com**

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- Head out to reception facility for final inspection of set up and meeting with catering team and vendors prior to guest arrival
- Greet guests as they arrive to reception
- Assist guest in finding place cards or seating assignments
- Assist guests with gifts or envelopes
- Coordinate with catering staff to have food and drinks ready for bridal party once they arrive to reception facility. Make sure couple favorite drink is at hand
- Coordinate with DJ/MC for the lineup of bridal party and their introduction, dances and toast
- Assist banquet captain in maintaining the agreed upon timeline for dinner service
- Assist DJ/Master of ceremony with all the arranged wedding programs such as bouquet toss, garter belt
- Be at hand throughout the reception to assist couple and guest
- Picking up all specialty personal items and putting them on your room
- Distributing all gratuities on behalf of the Bride and Groom
- Assisting Maid of Honor with any special plans for the Bridal Suite
- Coordinating times for Newly Weds departure
- Coordinate to return rentals to different vendors
- Emergency kit for last minute emergencies
- Any special item involved on the preparation of invitations/stamps/ gifts/party favors /programs/ guest cards and accessories must be purchased and paid in advance
- Certified Professional Wedding Planner and assistant

This proposed agreement expires 5 day from meeting/proposal date. We will begin to Work on your wedding/event once your reservation fee is received. (Payments are made upon each individual agreement) Credit Cards are accepted. All prices are subject to taxes.

Miscellaneous

* This proposal serves as an example and it's, based on the information you provide, any modification will be accommodated based on availability, according to the number of persons expected to attend and the amount of work involved on your event.

I wish you all the happiness in the world

Martha P Garcia C.W.P