

JILLIAN MARIE

HOSPITALITY-DRIVEN EVENTS

Hello and Welcome!

I'm Jillian, owner of Jillian Marie Events and a Colorado-based Master Certified Wedding Planner.

My approach to event planning is heavily centered around providing a high-level of service, tailored to each couples' needs.

Whether your wedding is 2 or 200+ people, rustic mountain or 5-star luxury - my goal is to provide an enjoyable and stress-free planning process and day-of event!

Services Overview

Packages

- 01 Guided Planning
- 02 Planning + Design
- 03 White Glove Service

Each package can be further tailored for Full Wedding Weekend (including rehearsal dinner, welcome reception, and post-event get together)

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Package: Guided Planning

Often referred to as day-of or month-of coordination, this is for the couple who wants to do all of the planning and design, but wants someone to guide them through the process, coordinate all logistics, and be on-site to manage the big day.

Pre-Wedding Day

- Dedicated Lead Planner involvement from day one of contract signing
- Assistant Planner on event day for weddings of 80 guests or more
- Unlimited virtual meeting, phone, and email support
- Up to 3 in-person meetings which may include venue site tour, menu tasting, and final walkthrough
- Access to an all-in-one planning software
- Budget creation
- Venue selection support (phone, email, and video meetings to discuss options)
- Vendors
 - Recommendations provided based on client budget and preferences
 - Introduction email between vendor and client
 - Review of proposals and contracts
 - Coordination of all vendor logistics including, but not limited to arrival and departure times, set up requirements, and schedule of events
 - Final vendor communication to confirm all details
- Document Creation
 - Detailed timeline including primary timeline, vendor-specific, and group-specific (e.g., bridal party, family, etc.)
 - Ceremony order and details, including set up, reserved seating, and processional order
 - To-scale layouts for ceremony, cocktail reception, and reception that include set up instructions

Wedding Rehearsal

- 1 hour of coordination services with the couple, wedding party, family, and the officiant (if applicable)
- Distribution (unless emailed prior to the rehearsal) and walk through of the detailed wedding day timeline to all parties

Wedding Day

- Up to 14 hours of coverage (will always stay to the end of the event)
- Manage the flow and timing of all scheduled events including ceremony, cocktail reception, and reception
- Serve as liaison between the couple, wedding party, family members, and hired wedding professionals
- Oversee and supervise the set up to ensure that the couple's vision comes to life
- Set up all items not handled by a specific hired vendor (such as unity candle, programs, etc.)

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Package: Planning + Design

Able to tackle most of the planning, but need help bringing your design ideas to life? This service includes a personalized design proposal and Planner involvement with all design-related vendors and details.

Summary of added support versus Coordination:

- Up to 5 in-person meetings
- In-person venue selection support (up to 3 in-person)
- Full design support

Pre-Wedding Day

- Dedicated Lead Planner involvement from day one of contract signing
- Assistant Planner on event day for weddings of 80 guests or more
- Unlimited virtual meeting, phone, and email support
- Up to 5 in-person meetings which may include menu tasting, mock ups for floral, rentals, and decor, and final walkthrough
- Up to 3 additional in-person meetings allocated specifically for venue site tours
- Access to an all-in-one planning software
- Budget creation
- Design
 - Custom proposal to include color palette, theme/design aesthetic, and inspiration photos
 - Serve as main point of contact for design-related vendors including stationary, florals, rentals, and decor
 - Work directly with design-related vendors to develop proposal for services/products
 - Selection of rental items to bring vision to life which may include linens, china, and glassware
 - Place and manage rentals orders
 - Support stationary design and ordering
- Vendors
 - Recommendations provided based on client budget and preferences
 - Introduction email between vendor and client for all non-design-related vendors (will serve as main POC for design-related vendors)
 - Review of proposals and contracts
 - Coordination of all vendor logistics including, but not limited to arrival and departure times, set up requirements, and schedule of events
 - Final vendor communication to confirm all details
- Document Creation
 - Detailed timeline including primary timeline, vendor-specific, and group-specific (e.g., bridal party, family, etc.)
 - Ceremony order and details, including set up, reserved seating, and processional order
 - To-scale layouts for ceremony, cocktail reception, and reception that include set up instructions

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Package: Planning + Design Continued

Wedding Rehearsal

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Wedding Day

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- Set up all items not handled by a specific hired vendor (such as unity candle, programs, etc.)

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Package: White Glove Service

Don't have the time or desire to plan all of the details? Sit back and relax as we take care of the heavy lifting.

Summary of added support versus Planning + Design:

- All vendor communication (email, phone, and in-person/virtual meetings) handled by Planner - bringing in clients when needed
- Up to 8 in-person meetings
- Up to 5 in-person venue tours
- Budget management
- Guest experience design

Pre-Wedding Day

- Dedicated Lead Planner involvement from day one of contract signing
- Assistant Planner on event day for weddings of 80 guests or more
- Unlimited virtual meeting, phone, and email support
- Up to 8 in-person meetings which may include menu tasting(s), mock ups for floral, rentals, and decor, and final walkthrough
- Up to 5 additional in-person meetings allocated specifically for venue site tours
- Access to an all-in-one online planning software
- Budget creation and management
- Design
 - Custom proposal to include color palette, theme/design aesthetic, and inspiration photos
 - Selection of rental items to bring vision to life which may include linens, china, and glassware
 - Work directly with design-related vendors which may include florist, rentals, and stationary to develop proposal aligned with vision
 - Place and manage all rental orders
 - Support stationary design and ordering
- Guest Experience
 - Ensure design theme/aesthetic is woven in throughout all touchpoints of the guest experience
 - Wedding website design and management
 - Menu selection/creation
 - Service details design including bar and dinner flow and style
 - Hotel room block coordination and management

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Package: White Glove Service Continued

Pre-Wedding Day

- Vendors
 - Recommendations provided based on client budget and preferences
 - Serve as main point of contact for all vendors - bringing in client when input and approvals are needed
 - Work directly with vendors to develop proposal for services/products
 - Review of contracts
 - Coordination of all vendor logistics including, but not limited to arrival and departure times, set up requirements, and schedule of events
- Final vendor communication to confirm all details

Wedding Rehearsal

- 1 hour of coordination services with the couple, wedding party, family, and the officiant (if applicable)
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Wedding Day

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