

# STEFANIE MILES

EVENT DESIGN *for* CELEBRATIONS

## SCOPE OF SERVICES DESTINATION WEDDING WEEKEND



One Designer (Stefanie Miles) + One Associate Planner to manage event and provide above services during the week of the event. Additional staffing (sourced locally or brought in) may be required based on event scope.

Comprehensive Event Planning Consulting for Six (6) Events:

- Welcome Cocktail Party, Rehearsal, Rehearsal Dinner, Wedding Ceremony & Reception, and Day-After Party
- Professional vendor team development, coordination and collaboration
- Budget guidance and applicable contract negotiations as needed
- Primary point of contact for all vendors
- Assistance in vendor relationships from beginning to end -
  - This may include phone calls, emails, and updates/changes/negotiations in contracts during the planning process, and in-person meetings with vendors as needed
- Styling assistance for wedding party (men's and women's attire and accessories)
- Confirm all vendor details and logistics during the month prior to the event
- Distribute detailed production timeline to vendors (ours are typically 12+ pages)
- Provide guest list, seating assignment and RSVP tracking tools
- Walkthrough with client, caterer and other vendors upon arrival at the venue as needed
- Conduct wedding rehearsal
- Greet vendors and oversee proper setup of event from the beginning of set-up through the entire event and through vendor breakdown.
- Manage production timeline (install, event, strike) & manage event flow
- Provide bridal emergency kit
- Manage transportation logistics for items pertaining to the wedding (decor/dress/etc)
- Manage any unexpected situation that may arise on behalf of the client

Comprehensive Event Design Consulting for Six (6) Events:

- Welcome Cocktail Party, Rehearsal, Rehearsal Dinner, Wedding Ceremony & Reception, and Day-After Party
- Design event experience and flow in collaboration with bride and groom
- Floor Plans (Catering, Indoor, Outdoor), Design Boards, and Renderings as needed
- Conceptualization and selection of rentals in collaboration with client
- Conceptualization and selection of florals in collaboration with client
- Create floor plan and event flow for event in collaboration with client
- Design the look and feel of the event - tabletop design and other decor
- Procuring vendors to create decor + event design details as needed
- Use of small scale decor + props from our inventory as needed (extra luggage fees may apply)
- Day-of styling + set up of all seating arrangements as needed
- Day-of styling + set up all personal decor as needed
  - Assistance with assembly of guest hospitality gifts on-site as needed

Airfare + Lodging for lead planner during site visit

Airfare + Lodging for lead planner + assistant (1 room x 7 nights) in close proximity to venue

Per diem for meals + transportation for 7 days for both lead planner + assistant.

## MISSION

To inspire and nurture a spirit of celebration and gratitude by creating quality environments and experiences that are a personal and memorable expression of our client's joy.

## DISTINCTIVES

- We work exclusively with professional + carefully vetted creative partners, curated for your design style, personality, and service or product needs.
- While we operate from a curated list of our preferred vendors, we do not accept kickbacks of any kind. We continually update and improve this list.
- We are committed to excellence in event production: taking care of the hard-working creative partners we work with, steaming linens on-site, and thoughtful and detailed styling
- We are committed to prudent stewardship of our client budgets, while always delivering a complete and comprehensive experience; we take pride in the professional integrity present in the quality of our events.
- As a company that highly values our clients and our people, we work diligently to provide the best quality of service during office hours (Monday - Friday, 10am-5pm) and during scheduled appointments. We encourage our team to not be on email when out of the office and not in event production.
- We are performance-driven through the lens of humanity.
- We design environments with a sense of warmth and belonging, where people feel valued.
- We seek to be present, connecting with our clients and creative partners with transparency, dignity and respect.

## FEES

Fees are set at a flat-rate based on the estimated guest count, and scope of design and decor. Proposals are provided same-day after a consultation with a potential client to discuss scope of event design and production.

When SME manages destination venue selection that includes lodging, we partner with a reputable boutique luxury travel agency. In these instances, we occasionally receive a small commission and always disclose when this may be the case, though it does not have bearing on our recommendations.

Significant change in scope after contract negotiation is complete (design, service, guest count, client involvement or budget) will incur additional fees. A change order will be submitted to the client within 21 days of scope increase.

## CONTRACT & BILLING

- Contract and vendor contracts are sent electronically for e-signature.
- 50% non-refundable retainer fee due upon signing of Client Agreement
- 25% is due with delivery of design concepts.
- 25% balance + reimbursements are due 30 days out from your event date or within 5 days of invoicing.

## REFERENCES

*Michelle Lywood*

[michelle.emiko.lywood@gmail.com](mailto:michelle.emiko.lywood@gmail.com), 408-761-9909

Michelle is based in California. We worked with her and her family long-distance, and my team produced 3 events + oversaw hospitality, lodging, and transportation for her wedding weekend celebration in the Dominican Republic.

*Missy Wehnes*

[missymcousino@gmail.com](mailto:missymcousino@gmail.com), 713-594-9332

Missy is based in Dallas. We traveled to California together for vendor meetings and bridals in Napa, as well as sourced and brought in over 40 vendors from around the country to produce 4 events + oversaw hospitality, lodging, and transportation for her 3 day wedding weekend celebration for a private buyout at a Texas resort.

## PRESS

The Knot National Magazine: Best Destination Wedding 2015  
Martha Stewart Weddings: Coming Soon Spring 2016  
Destination I Do: Coming Soon Spring 2016

Dallas Modern Luxury Brides Top Design  
Bridal Bar Radio: Destination Wedding Expert  
Southern Weddings (2013/2014 Covers)