

# NIQ WILLIAMS EVENTS

## MANAGEMENT & DESIGN

[www.niqwilliamsevents.com](http://www.niqwilliamsevents.com)  
678-525-0940

### *"Superstar" Services*

A luxury level of service that encompasses planning, management, creative design & direction.

#### Venue/Vendor Management

- Suggest venues to fit your vision and budget, negotiate on your behalf
- Introduction to hand-picked, qualified vendors in person or via conference call
- Suggest caterers and attend menu tastings
- Schedule appointments with potential and contracted vendors
- Wedding contracts review and negotiation
- Payment reminders
- Attendance at meetings with contracted vendors
- Detailed follow up with vendors and service providers
- Attendance at all sessions with the site manager
- Entertainment recommendations
- Create wedding day timeline
- Arrange and lead the venue walk-through with the vendors
- Conference call or meeting with DJ and/or all musicians to finalize details
- Schedule load-in times with all vendors
- Final confirmation of all vendor services

#### Creative Design

- Focus on your vision – conception to completion
- Creative Design & Implementation
- Wedding day usage of all Niq Williams Events inventory  
(variety of vases, candelabras, gold, silver, and mercury accents, candle holders, and more)
- Assistance with stationery selection & wording along with RSVP Management
- Up to 25 "Welcome" gift bags for hotel guests
- Favors assembly (materials not included)
- Design development for pre-wedding parties (engagement, shower, bachelorette, and bachelor parties)
- Rehearsal luncheon/dinner planning and development

#### Attire & Beauty

- Bridal gown shopping
- Assistance with jewelry selection
- Professional hair and make-up referrals
- Attend final gown fitting

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### Transportation & Lodging

- Logistics planning
- Recommendations as needed
- Airport transportation, up to 3 trips
- Assist with lodging plans for out-of-town guests (Setup room blocks as needed)

### Wedding Week

- Up to two wedding-party information emails
- Rehearsal direction (1 hour)
- Bride's Lady in Waiting to arrive 2 hours prior to the wedding
- Wedding day management and direction
- Wedding party direction on the wedding day
- Direction of the reception flow and activities
- Act as reception emcee, if needed
- Provide wedding day emergency kit
- Restroom toiletry baskets (1 male/1 female)
- Deliver gifts/cards to car or hotel suite\*
- Goodies and beverages for your honeymoon suite\*
- Pack-up the belongings of the bride and groom and place into honeymoon suite or car\*
- Return of small, wedding related rental items (up to two locations)
- "HAPPY ENDING"– includes grand send-off with petals, bubbles, or sparklers, wedding night suite décor, sensual gifts, wedding night snacks and beverages\*

\*Services provided for honeymoon suites located within 5 miles of the reception venue

## *"Star" Services*

Includes all of the services in the "Superstar" Service Plan, EXCLUDING the following:

- Up to 25 "Welcome" gift bags for hotel guests
- Favors assembly (materials not included)
- Design development for pre-wedding parties (engagement, shower, bachelorette, and bachelor parties)
- Up to two wedding-party information emails
- Restroom toiletry baskets (1 male/1 female)
- Airport transportation, up to 3 trips
- "HAPPY ENDING"– includes grand send-off with petals, bubbles, or sparklers, wedding night suite décor, sensual gifts, wedding night snacks and beverages\*

## *"Co-Star" Services*

Month-of Coordination services designed for the couple who have planned their entire wedding, but would like to sit back and enjoy their wedding day as they've envisioned. Immediate email and phone support are provided. Other services provided within the final 30 days of the wedding. Up to 9 hours of service on the wedding day are provided by the Coordinator, Lady in Waiting and up to 2 Assistants.

- Initial checklist meeting (asap)
- "Walk-through" of ceremony & reception site (asap)
- Focus on your vision
- Unlimited email and phone support
- Within the final 30-days, up to three, 2-hour face-to-face meetings to finalize details
- Point of contact for all vendor services
- Confirmation of all vendor services
- Create wedding day timeline for all service providers
- Arrange and lead the venue walk-through with the vendors
- Conference call or meeting with DJ and/or all musicians to finalize details
- Schedule load-in times with all vendors
- Final confirmation of all vendor services
- Etiquette advisement
- Attendance at menu tasting and/or final catering meeting
- Attendance at final gown fitting
- Rehearsal direction (1 hour)
- Bride's Lady in Waiting to arrive 2 hours prior to the wedding
- Wedding day management and direction
- Attach boutonnieres and deliver bouquets
- Wedding party direction
- Direction of the reception flow and activities
- Act as reception emcee, if needed
- Provide wedding day emergency kit
- Goodies and beverages for your wedding night (late night snacks)
- Pack-up the belongings/gifts of the bride and groom and place into car
- Return of small wedding related rental items (up to two locations)

Visa, MC, AMEX, Discover, money orders, cashier's checks, cash and checks are accepted.

*Electronic contract signing and payment options available.*