



FULL SERVICE WEDDING PACKAGE



JANE DEUX EVENT MANAGEMENT & CONSULTING

3420 Rusk Street

Houston, TX 77003

www.janedeux.com

INFO@JANEDEUX.COM



405.830.4494

ABOUT US

Jane Deux Event Management and Consulting is a full service event planning and public relations firm based out of Houston, TX. Jane Deux provides Event planning solutions in the US and International locations for corporate events, weddings, non-profit events, private parties, and sporting events. Our in-house PR team also provides services for influencers in the sports and entertainment industry.

The Jane Deux team is comprised of two event producers and one public relations executive with over 20 years of combined experience. They lead a team of several skilled event planners and public relations specialists which contribute to the overall success of the company. The goal for our clients seeking event management is to eliminate the stress and anxiety that comes along with planning and executing high-level events, and allow them the joy of being able to focus on the core aspects of their work. Jane Deux consultants apply skill, organization, and foresight to our client's vision in order to produce memorable events and create lasting impressions. Our team of publicists utilize their knowledge of social and public media strategy to help clients make meaningful connections with their audience. At Jane Deux, the ultimate goal for our pr clients is to increase brand visibility and position them as leaders that set positive industry standards.

FULL SERVICE WEDDING PACKAGE

The Jane Deux Consultants assume full responsibility for designing the wedding of your dreams and executing the planning process from start to finish. This package is 100% customized to the couple and their vision for their wedding. During the planning process, we will:

- Help develop, allocate and monitor a suitable budget based upon your financial wishes, guest count and vision for each of your wedding activities.
- Develop a custom planning timeline and checklist that ensures you are on pace to meet payment and decision deadlines, while keeping you abreast of our planning activities.
- Schedule and attend vendor meetings while serving as a meeting liaison by negotiating on your behalf
- Schedule monthly meetings throughout the planning period, with meetings scheduled bi-weekly during the final two months.
- Identify possible venues/ locations for your events and accompany you on tours.
- Assist with stationary selection and design/verbiage creation
- Develop a full design concept for your ceremony and reception based on your vision
- Assist in making hotel arrangements for out-of-town guests
- Take the lead on contract negotiations and contract reviews
- Address and send out all stationary
- RSVP management to ensure all of your guests receive their invitation, and to keep track of who will be attending your wedding

FULL SERVICE WEDDING PACKAGE CONT.

- Manage your seating arrangements.
- Coordinate transportation
- Create all itineraries for vendors
- Coordinate and conduct rehearsal
- Ensure that each event timeline is carried out and executed as intended
- Full day-of wedding services,
- and much more!

**Pricing Starts at 15% of overall budget
(No less than \$5,000.00)**

TESTIMONIALS

I've used Jane Deux several times in the past 7 years, and the experience has set the bar high. After using other companies and groups for corporate events, I quickly came to the realization: no one does it like Jane Deux. The communication, organization, creativity, friendliness, and professionalism are unmatched!

- Thomas Glenn II

Using Jane Deux event management was the first and best decision we made for our wedding. I knew that I would need help with all the small details and they did just that. We discussed our vision for our wedding early on and everything came to life on the day of. The best part of utilizing their wedding coordination services was not having to seek out vendors for any of the decor (i.e. florals, linens, furniture rentals, lighting, etc). They handled EVERYTHING! My planning process was very much stress free and I entrusted them with all of the details. My wedding day was exactly how I imagined it would be. The reception ballroom was decorated beautifully and I'm still getting compliments on how smooth and pretty everything was. I can't thank them enough for helping me make my dream wedding come true. If you're looking for an AWESOME event management team go with Jane Deux! They're organized, responsive, and really care about their customers.

- Deshana Blackburn

Professional, Friendly, and Fun! I was blown away during my first time working with this company. The team absolutely exceeded my expectations. They are very detail oriented and presented me with fresh ideas to compliment my plans. I've recommended Jane Deux to several people for both business and personal event planning.

- Tonya Mack

TESTIMONIALS

The top words that come to mind when describing Jane Deux Event Management - Classy, Organized, Creative, while being Empathetic - the things you want when having an event. They are THE best to work with, and the most organized I have ever seen. The final product that they always provide goes way above and beyond any expectation you could ever think. I HIGHLY recommend you work with them on your next event! You WILL NOT be disappointed!

- Anthony Jones

Hands down one of the best decisions I made! I hired Jane Deux to coordinate my wedding and they didn't disappoint. They worked with my budget and created a beautiful masterpiece. They also have a good relationship with some of the best vendors so I knew I received great pricing on decor, music, cake, etc. I was very calm on my wedding day knowing they had everything under control. My guests still rant and rave about how smooth the night went and how beautiful it was. 100% will use them in the future!

- Kristina Mills

This company is excellent! This company is organized, timely, and exceeds all expectations. They are customer centered and they do everything possible to make sure that their customers' needs are met. I have attended a couple of their weddings and was very impressed. Quality work. Definitely hire them. You won't be disappointed.

- Christine Knighton

I've been to several Jane Deux events and each time I've been blown! The decor was amazing & the staff were extremely helpful, friendly, and professional. I'd highly recommend them to manage any event, they never disappoint.

-William L. Bryant, Jr.

THANK YOU!

Thank you for considering Jane Deux for your wedding planning needs. We look forward to assisting you with achieving your vision and helping make your wedding day the best day of your life.

We are happy to answer any questions you may have about this proposal and welcome the opportunity to meet in person. Looking forward to speaking with you soon.

Kind Regards,

The Jane Deux Team!

Jane Deux Event Management & Consulting

