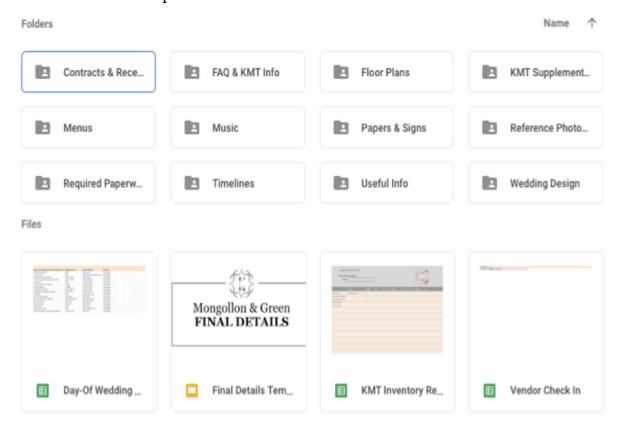


# KMT EVENT GROUP

production, planning and design

# DAY-OF FILE EXAMPLE

We've included snapshots of our Day-of file to give you a sense of how our folders aid in our coordination process.



### Home Page-

Your main folders, Wedding Guide with planning timeline, Inventory Request Form, and Final Details live here. You can also check the status of vendor check-ins & Final details updates in real time!

Day-Of Wedding Guide ☆ ■ File Edit View Insert Format Data Tool	is Add-ons Help <u>Last e</u>	dit was 12 days ago	
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A	В	С	D
WHAT DO I NEED TO UPLOAD/ COMPLETE?	PROVIDED BY?	GOES WHERE?	STATUS
VIP Wedding Members	Bride	Tab 2	Completed *
Vendor Contacts	Bride	Tab 3	Completed *
Wedding Food & Beverage Menu	Caterer/Venue Menus Folder		Completed *
Ceremony, Cocktail & Reception Floor Plans	Caterer/Venue	Floor Plan Folder	Completed *
Seating Chart	Bride	Floor Plan Folder	Completed *
Ceremony Run of show Officiant	Officiant	Timelines Folder	Completed
DJ/Band Timeline	DJ/Band	Timelines Folder	Completed *
Hair & Makeup Timeline	Hair & Make Up	Timelines Folder	Completed *
Photographer/Videographer Timeline	Photo/Video	Timelines Folder	Completed *
Packing list	Bride	Tab 4	Completed *
KMT Inventory Requests	KMT Folder	KMT Folder	Completed *
Payment Ledger (when applicable)	Required Info Folder	Required Info Folder	Completed *
Must take photo list	Photo/Video	Reference Photos	Completed *
Must play song list	DJ/Band	Music Folder	Completed *
Image of cake	Bride	Menus Folder	Completed *
Images of any signage	Bride	Papers & Signs Folder	Completed *
Hotel Banquet Event Order (when applicable)	Caterer/Venue	KMT Folder	Completed *

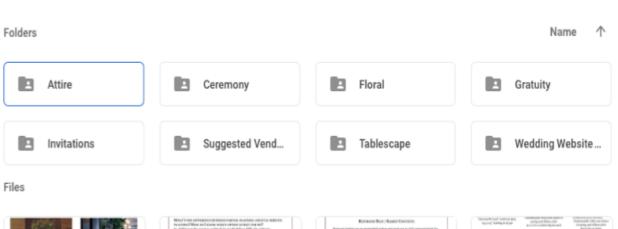
Our Guide informs you what to upload, where you will find this information, and where it goes. Our status bar advises our associates know when you have completed the required tasks, or alerts them if you need help.

# MASTER DAY-OF TIMELINE

		Wedding D	ay Timeline	
Time	Vendor	What	Where	Notes
		PRE-CEI	REMONY	
8:00 AM	Makeup Artist	Arrival	Penthouse (Renaissance)	Schedule on following page
9:00 AM	Hair Artist	Arrival	Penthouse (Renaissance)	Schedule on following page
11:45 AM	Photographer	Arrival	Renaissance Hotel	
2:00 PM - 12:30 PM	Photographer	Details shots, opening gifts/letters	Renaissance Hotel	
12:30 PM	KMT- Planners	Arrival	Renaissance Hotel	
12:30 PM	Florist	Maura arrives with personal flowers	Renaissance Hotel	
12:30 PM - 12:45 PM	Photographer	Staged shots (before getting in dresses)	Renaissance Hotel	
12:45 PM - 1:00 PM	Photographer	Girls & guys getting ready shots	Renaissance Hotel	
1:00 PM - 1:30 PM		Sehba gets in her dress; pics of girls getting ready	Penthouse (Renaissance)	
1:30 PM	Groom	Kevin & KMT Associate leave	Renaissance Hotel	
1:45 PM	Bride	Sehba & KMT Associate leave	Penthouse (Renaissance)	
2:00 PM - 2:15 PM	Photographer	Bride & Groom First Look	Broad St (City Hall)	
2:15 PM - 3:15 PM		Informal fun photos at 2nd Bank National Park and 3rd & Chestnut	3rd & Chestnut	
3:00 PM	All Vendors	Vendors Permitted to Begin Setup	Liberty View (Indp. Vstr Cntr)	Deanna will put out the petals and plinths
3:15 PM	Bride & Groom	Bride & Groom are tucked away ahead of guest arrival for touch-ups	Liberty View (Indp. Vstr Cntr)	Enter at 6th Street doors
		CERE	MONY	
3:30 PM		Guests begin to arrive	Liberty View (Indp. Vstr Cntr)	
3:30 PM	Videographer	Arrival	Liberty View (Indp. Vstr Cntr)	
4:00 PM - 4:45 PM	Venue	Ceremony	Liberty View (Indp. Vstr Cntr)	
4:45 PM - 5:15 PM	Photographer	Family formals	Liberty View (Indp. Vstr Cntr)	
		COCKTA	IL HOUR	
4:00 PM	DJ	Arrival; setup lighting	Renaissance Hotel	Venue to provide 6ft table with white linen, wireless mic on stand (or easels)
5:15 PM - 5:30 PM	Carriage	Bride & Groom take carriage from Liberty View to Renaissance Hotel	Liberty View (Indp. Vstr Cntr)	

You will receive several timelines (hair & makeup, photography, caterer, DJ) from your vendors. We use them to compose a detailed master timeline that includes all the information necessary to seamlessly execute your big day!

# **USEFUL INFO & FAQs**





















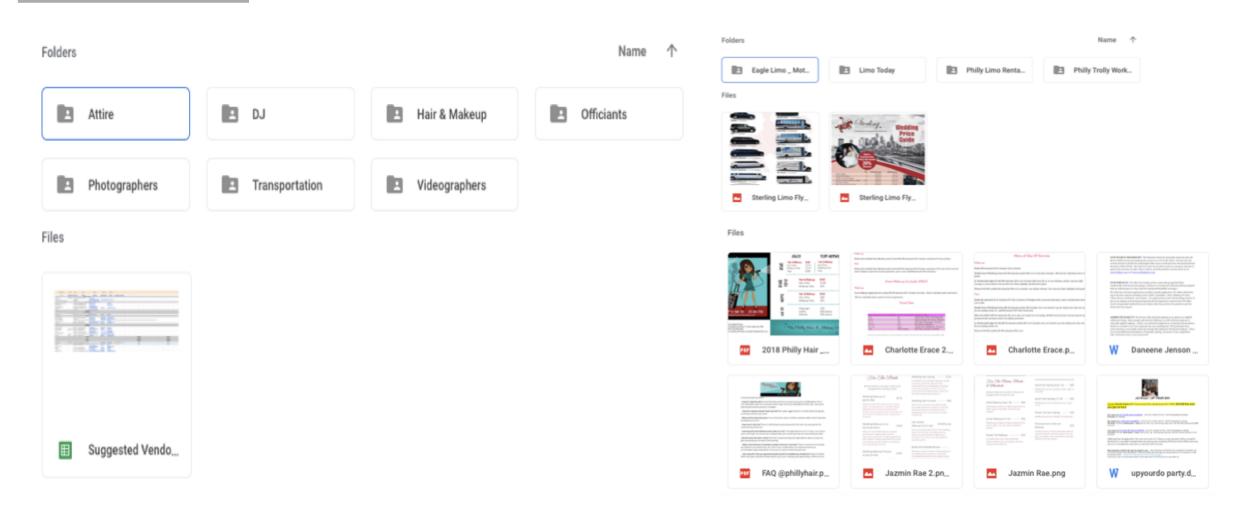
Our Useful Info & FAQs features professional guidance on all things wedding related from wedding jargon & stationary questions, to restroom tray contents to gratuity guidelines! We also place a personalized Final Details Meeting Agenda in your file prior to your meeting so you're always aware of each step.





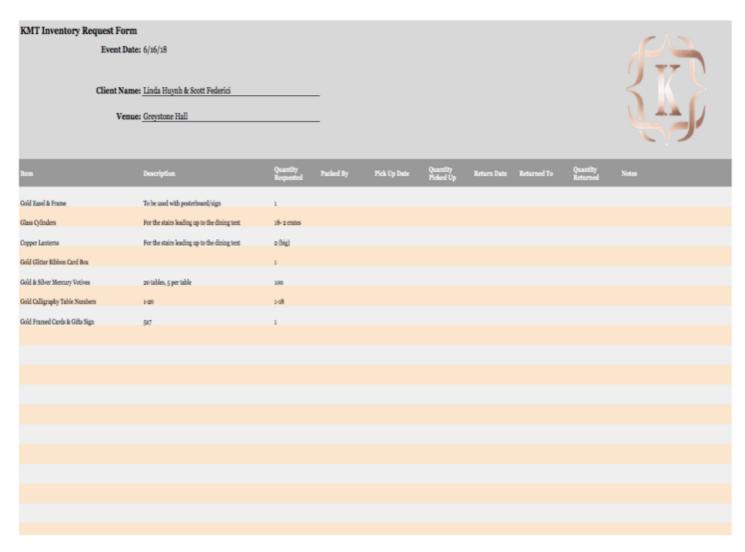


# SUGGESTED VENDORS



Our vendor directory not only includes contact information for reputable vendors, we include their pricing, and social media handles to make finding to right fit within your budget as easy as possible! Many of our network vendors provide special discounts for KMT clients, and we have suggestions from Mendhi artists, to hair & makeup, transportation, officiants, lighting, attire, live musicians, DJs, Bands, and much more!

# **IN-HOUSE INVENTORY**













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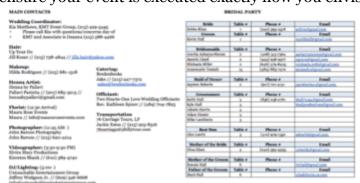
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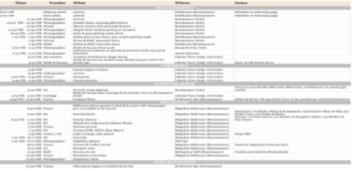
Our in-house inventory is available complimentary to all KMT clients. You are able to start reserving items as soon as you receive your file and can make additional requests up to 5 days prior to your event.

# FINAL DETAILS PACKET

Our final details packet is a compilation of all your planning details as well as details regarding setup, timelines, floor plans, and everything we need to ensure your event is executed exactly how you envisioned.









SPECIALTY DRINK



