

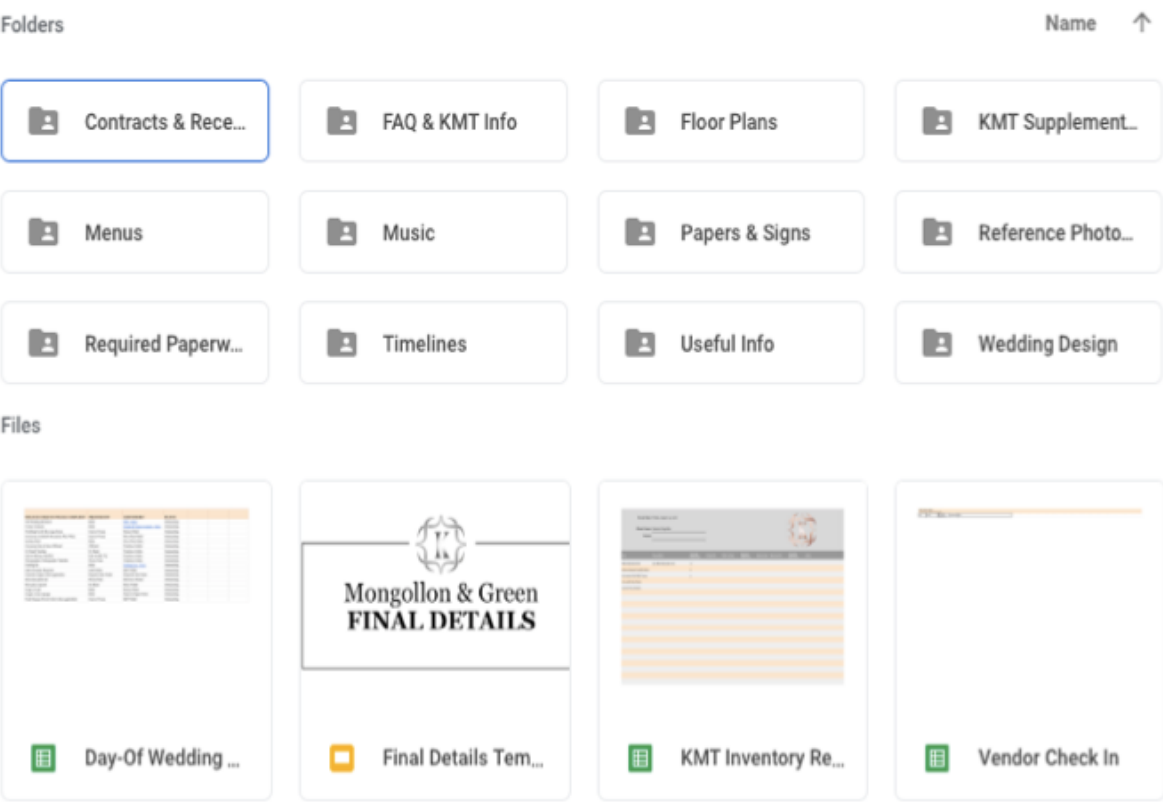


KMT EVENT GROUP

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	Tools	Add-ons
Help	Last edit was 12 days ago		
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.00	123	Arial	10
B	I	U	A
A	B	C	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 Officialant	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.

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

Folders

Attire

Ceremony

Floral

Gratuity

Invitations

Suggested Vend...

Tablescap

Wedding Website ...

Files

KMT In-House Inv...

KMT Planning Se...

KMT Restroom Tr...

KMT Welcome Ba...

KMT Napkin Fold ...

tablelinen.pdf

KMT Envelope Gu...

KMT Invitation Gu...

KMT Invitation Gu...

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

Folders

Attire

DJ

Hair & Makeup

Officiants

Photographers

Transportation

Videographers

Files

Suggested Vendo...

Folders

Eagle Limo _ Mot...

Limo Today

Philly Limo Renta...

Philly Trolley Work...

Files

Sterling Limo Fly...

Sterling Limo Fly...

Files

2018 Philly Hair ...

Charlotte Erace 2...

Charlotte Erace.p...

Daneene Jenson ...

FAQ @phillyhair.p...

Jazmin Rae 2.pn...

Jazmin Rae.png

upyourdo party.d...

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!



Only with plantings made in the last 12 months. www.100years.org

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.

