

ESTABLISHED 2000

# Hello



[WWW.E3-EVENTS.COM](http://WWW.E3-EVENTS.COM)



# Cheers

## CONGRATULATIONS

Thank you for considering e3 events. We are event planning and design studio located in the heart of Dallas, Texas. e3 events was founded by Tamara Martin Harris, CWC, AED over 21 years ago. Our passion is to create an eventful experience that are tailored to the client's vision and needs. Take a peek at the information provided. If you have any questions give us a call 214-747-8222 or email [letstalk@e3-events.com](mailto:letstalk@e3-events.com). Thank you again for thinking of us and we look forward in working with you.

Tamara Martin-Harris, CWC, AED



## OUR SERVICES

# Embellish

This service plan is designed for the bride that feels the over-all design of the wedding. With this service plan we will guide you in getting your creative juices flowing and find the style that's perfect for your wedding day! It also includes all the logistics management from our Month of Coordination.

All of the services listed below and in Different service plan.

### **Early Wedding Services**

- Access to planning portal
- Client Design questionnaire.
- Vendor recommendations for all outstanding vendors for the wedding.
- Attendance of vendor meeting with clients for outstanding vendors.

### **The Design Service**

- Full wedding design proposal with overall floor plan that includes: tableware, linen, florals, day-of stationery and ceremony decor.
- Ceremony and reception venue site visit and walk-through.
- Proposal and sourcing of unique decor elements.
- One Lead Designer to oversee the load in for all vendors curated for design.
- Two design assistants to put out items sourced such as place cards, menu cards, wedding day signage, etc.

### **Wedding Management**

- Collect vendor information and review contracts.
- Contact wedding day partners 4 weeks prior to wedding date to formally introduce e3 events.
- Create wedding timeline to be distribute to all vendors

### **Wedding Day Management & Rehearsal**

- Orchestration of your wedding ceremony rehearsal. (max of 2 hours)
- The collection of any wedding items at the rehearsal to be bought and set-up wedding day. (i.e. favors, guestbook, etc.)
- Ceremony & reception includes 12 hours of wedding day coverage
- Day of point of contact for your wedding partners.





## OUR SERVICES

# Different

This service is perfect for couples that wants to plan the majority of their wedding ,but wants a professional coordinator to turn to who can answer questions, offer advice and coordinate the details on the wedding day. As we get closer to your day the wedding coordinator will take over allowing you to relax and enjoy your wedding day!

The Month of Coordination Service Includes:

### **Early Wedding Services**

- Access to planning portal
- Personalized Wedding Task list
- Vendor recommendations for all outstanding vendors for the wedding.

### **4-6 Weeks Prior to your Wedding**

- Comprehensive planning meeting before your wedding to review contracts, schedules, and all details (2 hours) .
- Final checklist to ensure all areas of planning are complete .
- Review of wedding ceremony and reception seating and floor plans.
- Final venue walkthrough meeting at your ceremony and reception venues a month before your wedding.

### **Wedding Management**

- Collect vendor information and review contracts.
- Contact wedding day partners 4 weeks before wedding date to formally introduce e3 events..
- Create wedding timeline to be distribute to all vendors.

### **Wedding Day Management & Rehearsal**

- Orchestration of your wedding ceremony rehearsal.(max of 2 hours)
- The collection of any wedding items at the rehearsal to be bought and set-up wedding day. (i.e. favors, guestbook, etc.)
- Ceremony & reception includes 12 hours of wedding day coverage
- Day of point of contact for your wedding partners .
- 2 day of wedding assistants



## LET'S GET SOCIAL



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*at your  
service*

### Office Hours

Monday-Friday 9:30-5:30  
Phone Number: 214.747.8222  
Email: tmh@e3-events.com

**TAMARA MARTIN HARRIS, CWC, AED**

*Principal Planner & Designer*



# *Frequently Asked*

## **IS A WEDDING PLANNER RIGHT FOR ME?**

That's a great question. Do you have time during the day to contact vendors ? Does your career keep you busy? Or you are just clueless on what it takes to plan a wedding. If you answered yes to the questions then a planner is for you.

## **I AM PLANNING MY OWN WEDDING FROM OUT OF STATE ? CAN YOU HELP?**

Of course! With the advancement of technology we can be your legs on the ground here . We can schedule meetings for what we call marathon planning which is having several meetings each time you are in town or we can zoom each meeting as needed.

## **HOW LONG HAVE YOU BEEN IN BUSINESS?**

e3 events has been in the events industry for 21 years. Tamara is a Certified Wedding Consultant and an Accredited event designer who has a keen sense of creating events that are reflection of our clients.

## **DO I HAVE TO USE YOUR PREFERRED VENDORS**

While we don't require that you hire someone on our list, we really hope that you do. These are tried and true vendors who we know from experience will work as a team to make your day eventfully you.

## **DO YOU HAVE A STUDIO FOR MEETING CLIENTS?**

Yes, We are located in the Deep Ellum/Expo Park area of Dallas. We always schedule our initial meeting at our studio . Any meeting after that generally are at site visits.