SERVICE LIST

2026





#### **MIIA EVENTS & FLOWERS**

### miiaevents.com

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Our aim is to assist couples in creating magic and memorable bespoke experiences based on their desires and needs and with the support of the best suppliers, through à-la-carte services or via ad-hoc projects. We offer specific individual services or full service packages for a complete management and coordination of the event. To keep up to date with all our latest releases you can follow us on Instagram @miiaeventsflowers

# Time for a higher standard

### Who we are?

Silvia and Carolina meet in an important fashion brand based in Milan where they work as Communication manager and Events manager. Through the years they build a strong and lasting friendship and following their respective weddings they soon realize this is where they belong: a world of emotions, creativity, flowers, music and much more.

### **MIIA EVENTS & FLOWERS**

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# Creative project development

The wedding's theme is crafted by defining a cohesive style, color palette, and overall aesthetic that aligns with the couple's vision and sets a unified tone for the entire event.

This theme extends to every detail, creating a seamless identity that ties together the floral design, table décor, tableau de mariage (guest seating arrangement), wedding favors, menu presentation etc.

Each element is chosen thoughtfully to reflect the theme, from the types of flowers and their arrangements to the style of table settings and the color scheme in every detail.

The entire creative vision is presented and refined through mood boards and images, which illustrate the proposed design elements and provide a tangible preview of how each component will look and feel, ensuring alignment with the client's expectations.







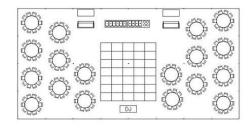
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The "location set-up" offering is meticulously designed to bring the couple's vision to life through a cohesive arrangement of all spaces. Based on the creative project and chosen theme, we craft a setup that creates the desired atmosphere, attending to every detail to ensure a memorable experience.

A tailored lighting plot plays a key role in this setup, with specific lighting choices enhancing key area and setting the tone for the entire venue with ambient lights that create warmth and depth.

To ensure flexibility and preparedness, we also develop a fully considered Plan B, adapted to the confirmed guest count and creative vision, allowing us to maintain the aesthetic and flow of the event in any scenario.

Together, these elements transform the space into an immersive environment that resonates with the theme and provides a seamless flow throughout, ensuring the event atmosphere feels cohesive and reflective of the couple's unique style.



# Location Set-up & Light design









## Location Scouting

Our venue selection service begins with a broad exploration of locations to fully understand and capture the couple's vision, taste, and specific event needs. We begin by reviewing an initial brief that includes key details such as the guest count, budget, desired atmosphere, and any specific requirements or preferences the couple may have.

With this information, we compile an extensive list of diverse venues, carefully selected to offer a range of options that align with the couple's aesthetic and practical considerations.

For each shortlisted venue, we handle all initial communication, contacting each location to gather essential details regarding availability for the couple's chosen dates, capacity limits to ensure guest comfort, rental fees, and any potential additional costs. We also obtain specific information on layout options, on-site amenities, vendor policies, and other useful insights that may impact the planning or guest experience.

Our goal is to provide a clear, detailed comparison of each shortlisted venue, empowering the couple to make an informed choice with confidence that their chosen location aligns with both their dream aesthetic and logistical needs.

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# Selection of venue for Ceremony

Support in the selection of the church or the location where the union will be celebrated. The most ideal venues will be selected following instructions for a religious wedding or a civil ceremony and considering the couple's requests and the event logistics.

# Religious/civil Ceremony docs

Support in compiling and submitting all requested documents for a religious/civil ceremony.

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## Floral design

MIIA - Events & Flowers provides a dedicated floral service, where our team personally designs and arranges all floral elements to suit the couple's vision and theme. This service is available as an additional option and can be tailored to complement the event's aesthetic.

While we're delighted to handle both planning and floral arrangements, this is entirely optional; couples are welcome to engage MIIA solely for event planning if they prefer to use another florist.

Selection of the style, color, type and flower arrangement layouts for the ceremony venue, reception location, bride's bouquet, groom's boutonniere and other additional decorations. The service includes: theme creation, assistance and coordination with the chosen supplier and final proposal validation.







"AN ABSOLUTE PERFECT EXPERIENCE. I'M EXTREMELY IMPRESSED AND WILL DEFINITELY RECOMMEND MIIA. GREAT COMMUNICATION AND IMPECCABLE WORK."

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# Day of wedding on-site presence

On the day of the event, we ensure seamless direction by overseeing the entire schedule, managing suppliers, and coordinating all logistics to keep the day running smoothly. Our team carefully monitors each activity, ensuring that every element aligns with the couple's vision and flows effortlessly. From supervising the setup of the location to fine-tuning details with each vendor, we handle all aspects of the event, allowing the couple and their guests to fully enjoy the celebration without any stress.

Our presence is guaranteed until after the cake cutting.

Transfer and accomodation costs may apply.



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### Banqueting

Support in the selection of the best catering company based on the needs and desires of the couple. Table and buffet positioning, menu selection, mise en place will all be defined in harmony with the chosen style and theme.

The service includes: 2-3 company proposals, venue visits (transfer costs extra), assistance in the definition of the menu and mise en place, supplier management.

Should you require our presence during the tasting or for a site visit please kindly note we require an additional fee to be agreed in advance and all expenses to be covered.

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### Entertainment

Assistance in the selection and programming of the entertainment for the event, based on the chosen theme and/or the couple's preferences.

Artist scouting and selection (such as Live music, performers, DJ, dancers, artists and interactive experieces as well dedicated activities and entertainment for kids)

The service includes: supplier selection and management, validation of final proposal, location coordination for technical needs, SIAE permissions management.

Kindly note that as per the Italian law a music tax (SIAE) must be paid when music is executed (live or via a device) during a private party. This takes into account guestcount, type of music, whether there will be dancing or not.



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## Photo & Video & Content creator



### Photographer

We provide support in selecting the most suitable photographer, including 1-2 supplier proposals, coordination, and final proposal validation.

### Videographer

For videography, we offer the same level of assistance with 1-2 curated proposals, coordination, and final approval.

#### Content creator

A wedding content creator specializes in capturing authentic, behind-the-scenes moments throughout your day, highlighting personal details and emotions often missed by traditional photography. They craft a collection of candid memories, perfect for reliving the celebration and sharing with loved ones, whether digitally or in a custom keepsake.

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## Hair stylist & Make up artist

Support in the selection of the best hair stylist and make-up artist based on the bride's selected style and budget. The service includes: 1-2 supplier proposals, supplier coordination and validation of final proposal.

# Management of supplier

This service includes managing and overseeing of a supplier that the bride and groom have already selected independently. This means that we will not conduct any searches or scouting for new vendors; instead, we will work directly with the specific supplier the couple has chosen.

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### Accommodation

We assist in selecting suitable accommodations in various price ranges that are conveniently located near the wedding venue, ensuring easy access for you and your guests. Checking availability, drafting agreements, and managing room reservations for your guests.



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## Transfers & Car rental

Support in the selection of the car or vehicle for the bride and groom.

Organization of shuttle services for guests (From Hotel to the Ceremony and/or the reception venue)

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# Guestlist, email and RSVP

Creation of guestlist file, dispatch of digital communications to guests and management of RSVP status charts.

## Wedding website

Creation of a customized website and dedicated email to announce the wedding, share useful informations with guests, manage logistic and rsvps.

The service includes: -proposal of different website templates - photos and information upload - max 2 updates - email creation



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## Wedding stationary

Graphic personalization of the wedding stationary and delivery of final files to selected printer. This includes: Invite, Envelope, cover of Church program, Favour tags, tableau de mariage, table cards and menu.

Printing costs not included.

# Calligraphy and invite shipment

Management of calligraphy supplier and/or selected printer for actual completion of invites with guest's addresses (or other tools) as well as management of invite shipment and delivery to all guests.

Shipment costs for invites not included.

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## Our Packages

All inclusive

We offer a forfait package for couples seeking comprehensive assistance with their wedding planning

Travel & Accommodation for our team Extra cost

Stationary print cost Extra cost

Shipment cost for Invitations Extra cost Wedding planning + Florals

This package combines either the all inclusive full-service wedding planning with custom floral design or an a-lacarte service selection with floral too, creating a seamless and beautifully coordinated experience for your big day.

Travel & Accommodation for our team Extra cost

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## Frequently Asked Questions

#### I'd love to work with you, how do we get started?

We're excited to hear that! To get started, simply reach out to us via email or phone to schedule a consultation. During this initial meeting, we'll discuss your vision, needs, and how we can help make your dream wedding a reality!

#### Do you require payment upfront?

Yes, we require a deposit once the agreement is reviewed and finalized. This secures your date and allows us to begin planning your special day with you!

### What do I need to provide before we start?

Before we start, we'll need to schedule a two-hour meeting to discuss your vision, needs, and specific details for each vendor. This will help ensure a smooth kickoff for the planning process and allow us to tailor our services to your preferences!

### How many weddings have you planned, and can you share some examples?

We've been planning weddings for nine years and have successfully coordinated over 80 weddings. You can check out our Instagram profile, which serves as a portfolio showcasing many of our past works and the unique styles we've brought to life!

### What is your policy on communication and updates during the planning process?

Our policy on communication is to keep everything organized and accessible for you. We utilize shared drives to ensure there's a centralized location where you can always find the latest versions of creative projects, vendor offers, plans, timelines, and more. This way, you can easily stay updated throughout the planning process!

### What is your cancellation policy?

Our cancellation policy will be outlined in the contract, which we create for you to review and agree upon before moving forward. This ensures that all details regarding cancellation terms are clear and understood from the start.

"You brought our entire vision and expression of our love to life. I couldn't have asked for a more genuine and special team as a planners and I will always consider you a good friends!

Sec.m.W

I will really miss working with you. It's been an honor. I will be sure to refer you and your team to whoever I can. Service List

miiaevents.com

-wedding wonderland

# Thank you for your interest in MIIA

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Milan Info@miiaevents.com