

A man in a black tuxedo and a woman in a white suit are walking together on a Parisian street. The Eiffel Tower is visible in the background. The scene is framed by a thin gold border.

The Ultimate Guide  
to plan a **PERFECT**  
Wedding

+ 100 check points  
to be serene on the big day



**MEL UP**  
EVENTS



## About the author

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Hi, I'm Mélanie, and my journey into the world of destination weddings began in 2012 at my best friend's wedding in Las Vegas. That moment ignited my passion for crafting magical moments.

Over more than a decade, I've been working in the tourism, corporate event, and wedding industries. I specialize myself into organizing destination weddings, and got certified and awarded multiple times since I began.

My approach is all about you, the couple. I'm dedicated to providing personalized, detail-oriented service to bring your unique vision to life. I cherish those unforgettable moments, like when we shed tears of joy with the bride on the big-day because we are going to miss each other so much.

My values are rooted in trust, rigor, empathy, creativity and serenity.

My commitment is unwavering. I promise a stress-free experience, handling every detail with care. My personal touch, sense of humor, and kindness make each wedding unique and unforgettable.

Let's embark on this journey together—here's to making your destination wedding dreams a reality !

## Mélanie Bintein

Destination Wedding Planner

CEO of Mel Up Events





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# INTRODUCTION

# 01

Welcome to "The Ultimate Guide to a perfect Wedding"!

Planning a wedding is a breathtaking journey filled with unique challenges and endless possibilities. This comprehensive checklist is your trusted companion.

Our checklist is designed to ensure that every detail, from selecting the perfect venue to coordinating with international vendors, is considered.

We understand that a destination wedding is not just about creating a beautiful event; it's about crafting an unforgettable experience for you and your guests.

As you embark on this adventure, use this guide to navigate the intricacies of planning a destination wedding. We've included essential tips, reminders, and considerations, all organized by vendor type and wedding stage.

From the earliest stages of planning to the moment you say, "I do," this checklist will help you create a seamless and memorable celebration.

Let's begin this journey, where every item checked off brings you closer to the wedding of your dreams. Here's to your love, your adventure, and the magic of destination weddings!

- Is your wedding the only one that day?
- Is the room suitable for your number of guests?
- What are the dimensions of the room?
- Reception in a single room? or distributed?
- Does the room include furniture, tables and chairs?
- Is the room heated?
- What is plan B in case of bad weather?
- Are there enough toilets?  
Where are they located?
- Where is a catering office located?
- What are the availability times?
- What is the cost of overtime?
- Is there a decibel limiter?
- Is there parking?
- Security costs?
- Are service providers taxed?
- What restrictions should you be aware of?
- What are the facilities? (additional room, cloakroom, etc.)
- Can we sleep on site?
- How many rooms are available?
- If not, ask for the list of nearest hotels
  
- Check the location of the electric meter
- What happens if there is a power outage?
- Check access to the location
  - For providers
  - For guests (gate, code, parking, etc.)
- At what time can installation start?
  
- How is the inventory going?
- What is the contact of the person present on the day?
- How is the site restored?
- How much is the deposit?
- Do you need to take out insurance?





- What style of dinner? (Buffet, sit-down, mixed?)
- What's planned for the cocktail party?
- How many pieces?
- Will there be one or more culinary animations?
- What is the proposed menu?
- Does it take care of the pièce montée?
- Does he take care of the drinks?
- What are the options (soft drinks, wine, open bar, cocktails, etc.)?
- Is there a corkage fee?
- How many maître d'hôtel and waiters for service?
- How long are their shifts?
- How much does overtime cost?
- Do they have their own equipment?
- Does it offer furniture rental?
- Does it offer a choice of tableware?
  
- What does it offer for allergies?
- What's on the children's menu?
- What's planned for the providers' meal?
- Will there be a tasting?
- Can he take care of brunch the next day?
- How much time does he need to set up before the guests arrive on the big day?
  
- When do I need to give the final number of guests?
- How does he handle the end of the evening?
- Does he take care of collecting empty bottles?
- When should the balance be paid?
  
- Review with him the precise course of the evening (speeches, games, etc.).

# FLORAL DESIGNER

# 04

- Define the different spaces to be decorated
- Will there be a religious or secular ceremony?
- Determine the choice of colors
- Choose your flowers
- How many bouquets and boutonnieres?
- Your choice of centerpiece arrangement
- Check the size according to table diameter
- A single composition? or several?
- Is it possible to reuse the flower arrangements used for the ceremony?
- Can you provide floral arrangements for all rooms (getting ready, toilets...)
- Is it possible to see a test table?
- What decorative elements are available?
- Does it have elements such as an urn, a table plan?
- Is there a choice of candles?
- What time does he come in for the installation?
- What time does he come back to uninstall?
- Are the flowers collected at the end of the event?
- How much is the deposit for rented equipment?



# 05 DJ - ENTERTAINMENT



- What is his musical style?
- Does he use a microphone?
- What equipment does he use?
- Does he have the equipment needed to sound the cocktail party?
- Is his equipment wireless? Discreet?
- What are the proposals for live music?
- Does it have wireless microphones for speeches?
- Does he come for the technical visit?
- Is he alone on the day? Accompanied by a technical assistant?
- What options are available (heavy smoke, photobooth, etc.)?
- Does it have a video projector?
- Until what time is it scheduled?
- What is the cost of the extra hour?
- How is the playlist constructed?
- Don't forget to send him the must-haves / must-nots
- Coordinate key moments (ball opening, pièce montée...)
- How does he handle surprises organized by the witnesses?
  
- What time does he arrive on D-day to set up?
- What does he wear?
- What are the last payment terms?

# PHOTOGRAPHER / VIDEOGRAPHER 06

- Take a close look at her portfolio
  - What's her experience with real weddings?
  - What's her style? Posé? Editorial? Fine-art? Moody?
  - Meet your photographer
  - Make at least one video appointment
  - Check the time slot
  - Choose a package that includes his presence from preparation to the pièce montée
  - Take advantage of the engagement session to get to know each other and feel at ease on the big day
  - Are travel expenses included?
  - Does he come with a second shooter?
  - What equipment does he have?
  - How does he save the photos?
  - What is his back-up solution?
  - Can the videographer shoot with a drone?
  - Does he have the necessary authorizations?
  - Does he have the equipment to record speech sound?
- 
- Provide him with a list of essential photos
  - Define your group photo list
  - Give him a trombinoscope if necessary
  - Review the day's events with him/her
- 
- How long after the wedding does he deliver the images?
  - How are the photos/video delivered?  
On a gallery? On a link?
  - Is a USB box or photo prints included?
  - Do you give permission for the photos to be used?







- Discuss your style and beauty habits
- Send a photo of yourself au naturel, hair loose
- Send a photo of your inspirations
- Arrange a trial run
  
- Define who will have their makeup/hair done on the big day
- How long does your beauty treatment take?
- How long will it take for your guests to be dressed?
- Draw up a beauty schedule
- What will your beauty routine be the day before?
- Do you need to do a mask? Do you wash your hair?
  
- What time will she arrive on the big day?
- What time should you be ready?
  
- Discuss your accessories; have you planned a veil?

## Before

- Make a first appointment
- Study the competition
- Trust your instincts
- Check and determine what is included in the contract
- Organize the wedding together
- Schedule a technical visit with essential service providers

## D-day

- She ensures that all the points discussed above relating to each of the service providers are covered
- Review and finalize the wedding timeline with all vendors.
- Coordinate with vendors and the wedding party.
- Manage the timeline and troubleshoot any issues.
- Confirm vendor contracts, details and invoices.
- What documents does she use on the big day?
- What time does she arrive?
- What time does it end?
- How does she handle surprises from witnesses?
- Plan to install the last items of stationery (table plan, place cards, guest gifts, menu, etc.)
- How does she manage unforeseen events?
- Coordinate transportation logistics.
- Create an emergency plan (weather, vendor backups).
- Oversee the setup of decor and details.
- Manage the timeline and troubleshoot any issues.
- Manages the payment of balances with service providers
- Review post-wedding tasks and vendor follow-ups.



# TESTIMONIALS

# 09



“We were very lucky to be accompanied by Mélanie and her team for the organization of our wedding. The feeling passed very quickly between us.

Mélanie is very available, always smiling and positive. Mélanie was an unconditional support at this key period as D-Day approached. If you are looking for the Marie Poppins of the WPs, who literally bend over backwards to sew the wedding dress that didn't last, coordinate beautifully while making sure everything runs smoothly, taking care of both presenters and guests: so don't hesitate, you are knocking on the right door! A big thank you to Mélanie and her team for your unfailing involvement, your kindness and your good humor.”

M&D



“Organizing a wedding is a profession and Mélanie is made for this profession. We were stressed, even overwhelmed by everything we had to think about for

our wedding, and we finally called on Mélanie and her team, it was without a doubt the best decision we could make.

Mélanie accompanied us from A to Z, she advised us perfectly on each point, and reassured us on many others.

Thanks to the presence of Mélanie and her team on our wedding day, we were able to enjoy our day 100%! NO STRESS! Everything was perfect, beyond what we could have imagined.”

M&Y

“We called on Mélanie to organize our wedding in the South of France. Our goal = to have no stress during the preparations and to rely completely on her for all the organization of the wedding and the search for service providers. Mission accomplished ! Mélanie was able to accompany us perfectly and organize the wedding day as well as the brunch the next day. We chose Mélanie following the positive reviews but above all because she is the only wedding planner who offered to meet us before signing the contract so that we could start to get to know each other and create links. We spoke with her during a year of preparations, a year during which she showed us all her qualities: responsiveness, availability & flexibility (with our complicated work schedules), kindness, humor & creativity (not hesitating to entertain us ideas for marriage). Mélanie was able to take all the stress away from us: the weeks preceding the wedding and the big day we were completely serene. A huge THANK YOU !”

B&T





You now have all the elements to master the organization of your dreamy wedding. It's up to you to put all these tips in place to peacefully enjoy the most beautiful day of your life!

## FEEL OVERWHELMED ?

Let's have a talk and see how I can help you to organize your perfect wedding !

CONTACT ME  
FOR A PERSONNALIZED CONSULTATION