

WEDDINGS

A wedding is one of the most important events in someone's life. We are here to help you through that process and ensure your big day is a very memorable and enjoyable one for both you and your guests. Entrusting us to put together your big day is a great honour and we will ensure we deliver a seamless planning process and provide you with the knowledge and expertise you need. We are here to partner with you and take away any stress. We will work with you to understand your vision and put together an event that will exceed all your expectations.



WEDDING PLANNING

With full planning, we take on all the planning and preparation responsibility. We will be there from your first vendor negotiation till the departure of your last guest, to make sure you get the day you dreamed of.

Our full planning services include the following:

- o Complete event production and design
- o Creating a wedding budget and providing efficient wedding planning tools

o Vendor sourcing and negotiation.

This includes but is not limited to:

- Venue sourcing and hiring
- Catering and menu selection
- Décor and florists
- Photography and Videography
- Wedding stationery
- Music and Entertainment
- Audio visual
- Transportation
- Hair and Makeup
- o Venue Styling and design assistance
- o Building and assisting in development of wedding programme and itinerary



- o Promptly dealing with all client and vendor queries
- o Reviewing of all vendor contracts, ensuring client is getting the best value for their money and confirmation of vendor services
- o Liaising with and management of vendors throughout the planning process and on the day of the event
- o Organising the wedding rehearsal. Putting together a schedule for bridal preparation and ensuring the bridal party runs on schedule
- o Comprehensive event day coordination from bridal prep, ceremony, and venue set up to set down
- o Set up of special event decor items including menu cards, favours, guestbook, seating plan
- o Coordination and management of all vendors on the event day
- o Guest management
- o Ensuring everything runs smoothly and according to the schedule and dealing with any issues that may arise
- o Disbursements of all vendor gratuities and final payments and ensuring gifts are handed over to a trusted family member or friend



WEDDING COORDINATION AND SUPPORT

For our clients who want to plan and organise their own events, we also provide event coordination and support services. We will provide you with on-going event planning support from the moment we come on board and tie up all loose ends to ensure a seamless delivery of events. We will coordinate all aspects of the event on the day from set up to set down.

Our Event Coordination services include:

- o Professional advice and guidance throughout the whole process, providing you with a wedding planning tool to assist you throughout the process
- o In depth consultation 8 weeks before your wedding day
- o Building and assisting in the development of wedding programme and itinerary
- o Reviewing of all vendor contracts and confirmation of vendor services 6 weeks prior to the wedding day
- o Communicating with all vendors and providing them with all the information they need regarding the event.



- o Site visit to the venue and vendor's meeting
- o Putting together a schedule for bridal preparation and ensure the bridal party runs on schedule
- o Wedding rehearsal organisation
- o Comprehensive event day coordination from bridal prep, ceremony, and venue set up to set down. Ensuring everything runs smoothly and according to the schedule and dealing with any issues that may arise
- o Time management of the wedding day itinerary
- o Set up of special event decor items including menu cards, favours, guestbook, seating plan
- o Coordination and management of all vendors on the event day
- o Guest management
- o Disbursements of all vendor gratuities and final payments and ensuring gifts are handed over to a trusted family member or friend