



Wedding & Event Planners
and Coordinators

~Partial Wedding Planning Service~

This service suits couples who have already started planning their wedding but require assistance to pull it all together. We help complete the planning process and source the last minute vendors. This Package includes:

- Design and Decor Ideas
- Help with the remaining Vendor Selection
- Attendance at the Vendor Meetings, including Gown Fittings when needed
- Assistance with Invitations Wording
- Email and Phone support
- Venue visit so to discuss the Floor Plan
- Help creating Wedding Day Timeline
- Contact Wedding Vendors to confirm the final arrangements prior to Wedding Day
- Ceremony Seating Plan
- Dinner Seating Plan if needed
- Ceremony/Dinner Rehearsal when needed
- Collection of Ceremony and Venue items from the Couple's residence; such as Guestbook, Favours, Souvenirs, Back-up Shoes etc.
- 2 Wedding Organisers on duty
- Distribution of Bouquets and Button-Holes
- Ceremony Coordination and Assistance to Bridal Party and other Participants
- Stocktaking of all wines, spirits and beverages
(In the morning with the supplier, in the afternoon with the caterer and at the end of the wedding with the caterer and supplier)
- Stocktaking of Food
- Set-up of Venue Items, such as Guestbook, Favours etc.
- Management of the Timeline
- Keeping Bars stocked at all times throughout the Wedding whilst making sure that Food is served to all the guests
- Handout Vendor payments if needed
- Clearing-up of the Venue when Couple leaves