



Service Offerings

Premium Package (Full Wedding Planning):

The service includes:

Wedding consultation

- Meeting the client to get to know them on personal level, who they are, where they are from and the vision for their wedding
- What the client has sourced and procured as at the date of the wedding
- Determine the number of guests and budget
- Determining the theme of the wedding and entertainment requirements
- Introduction of the planner, background and services offered

Budgeting and payment management

- Break down of how much each item will cost
- Drawing a payment schedule which is tracked and updated when payments are made
- Setting up payment reminders to ensure couple does not miss payment

Décor styling

- Analysing the wedding theme
- Colour schemes
- Floral detail
- Other décor items required
- Arranging for a mock up

Venue search and evaluation

- Assist with finding a venue that suits the wedding theme and vision
- Arrange and attend site visits with the couple
- Draw a venue evaluation schedule with venue details so it is easy for the couple to compare
- Assist to book the venue
- Assist with menu selection and tasting
- Co-ordinate with the venue manager and the selected co-ordinator on the day of the wedding

- Advice on floor plan

Supplier procurement and management

- Obtain 3 quotes per supplier for couple to compare
- Help negotiate competitive prices on the couple's behalf
- Help in recommending the best suppliers to suit the couple's budget
- We assist with the following types of products and services :
 - Décor designs & hire
 - Flower arrangers
 - Photographers
 - Videographers
 - Caterers
 - Music & Entertainment
 - Wedding apparel & accessories
 - Marriage officers
 - Bakers
 - Hair & Make up artists
 - Legal contract
 - Wedding stationery: Invitation cards (electronic and print, name cards, menus, programs, seating plans, order of service, thank you notes
 - Child minders
 - Marriage counselors and coaches
 - Accommodation
 - And much more

RSVP Management

- Assist with drawing the guest list if required
- Send out invites at the set time
- Tracking guests as they RSVP
- Calling guests who have not rsvp'd on the required date to confirm if they coming
- Sending thank you notes after the wedding if required

Setup Management

- Drawing a set up schedule with details of all suppliers involved, their contact details and times of set up (including back ups)
- Ensuring suppliers deliver what has been paid and at the agreed times
- Sign delivery notes of all suppliers

On the day management

- Ensuring the bride and the entire bridal arrive at the venue on time
- Ensuring the hair and make up artists are on time and that the bridal party is on schedule with their hair and make up
- Ensuring the bridal has had breakfast if arranged
- Ensuring the matrimonial venue is set up on time
- Checking décor is as agreed and that all items are in place
- Welcoming and directing of guests on arrival
- Queueing bridal party at the ceremony
- Ensuring father of the bride knows what to do and stands on the correct side
- Discuss and liaise with the MC, DJ and caterers about the timeline, making sure the day flows smoothly and any changes are communicated to all parties.
- Make sure the photographer takes shots of all the details from the invites to the finest details on the table.
- Ensuring the marriage officiant is on time
- Attending to the close family needs
- Checking that the groomsmen attires are correct
- Helping with holding the bouquet and pinning corsages
- Ensuring the rings are in place

Pre and During Reception

- If there are pre-reception drinks provided, ensure guests know where and how to find them
- Ensuring that photographer takes the shots as agreed
- Helping with group photography
- Checking that reception venue is ready
- Ensuring the cake is in place and that the knife and lifter are in place
- Assisting the bride with her dress and when she need to go to the ladies.
- Help guests find their names on the seating plan and show them where their tables are
- Liaise with the DJ and MC during the ceremony in terms of any changes requested by the couple
- Keeping check of the bar and updating the couple of the bill
- Ensuring that meals are served on time
- Ensuring all suppliers are working as contracted
- Also making sure that all suppliers have been given food
- Make sure any flower arrangements are given to key family members as they leave the reception
- Ensuring the cake is moved to the kitchen as soon as it has been cut by the couple (if it being served for dessert), otherwise making sure it is also given to the family as directed by the couple
- Making sure gifts are put in a safe place and moved as directed by the couple
- This package is inclusive of 2 wedding coordinators to be in attendance on the wedding day.

- This package is inclusive of assistance on the wedding day to a maximum of 14 hours. If extra hours are required further charges will apply.
- Further charges will apply if attendance is required after midnight and accommodation may be required as a safety factor.
- This package does not include the providing of any products.
It is a service only package and any decorating items or products required will be quoted and charged for separately.
- An Emergency kit is always on hand and contains a multitude of items that are often needed by the bridal party or guests.
Such as sewing kits, safety pins, buttons, lipstick, band-aids, tissues, mints and a whole host of other things that are always needed at the last minute.