



## EVENT PLANNING OPTIONS

We offer three levels of event planning for your big day:

- Partial planning service
- Bespoke selection service
- Full planning service

### PARTIAL PLANNING SERVICE

Perfect for clients who want to keep some control over their day but who need assistance with detail and delivery in the final month and on the day.

#### PRE-WEDDING SERVICES

- Unlimited email/phone contact for month
- Table plan master template
- Guest list master template
- Music playlist template
- Photo checklist template
- Complete wedding day run sheet
- Final walk-through meeting
- Personalised entourage boxes
- Supplier final arrangements
- Rehearsal management

#### ‘DAY OF’ WEDDING SERVICES

- Event management (for up to 10 hours)
- Bride and groom emergency kits

### BESPOKE PLANNING SERVICE

Perfect for clients who feel confident in some areas of planning but who have gaps in their expertise and/or have limited time to finalise details in certain areas. Includes any of the above, plus any of the following:

#### CONSULTING

- Extra months of email/phone consulting

#### BUDGET SERVICES

- Initial budget meeting
- Basic budget template
- Budget management

#### DESIGN SERVICES

- Initial site tour
- Design and decor meeting
- Floor plan consulting and design
- Prop/design element rental management

#### SUPPLIER MANAGEMENT

- Venue research and recommendations
- Catering consulting
- Ceremony development
- Transportation consulting

#### GUEST LIST SERVICES

- Room block management
- RSVP management
- Guest list management
- Table plan management
- Place card assembly

#### EVENT MANAGEMENT SERVICES

- Decoration of wedding night suite
- Inclement weather plan

#### WEBSITE SERVICES

- Setup of wedding website domain
- Custom wedding website

### FULL PLANNING SERVICE

A start-to-finish service including all of the elements listed above, based on a collaborative brief. A completely bespoke service, tailored to the individual tastes of the couple.