



ZELEKA.NADINE

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WEDDINGS & EVENT MANAGEMENT

# Company Overview

At Zeleka nadine Events We offer event organisation services in London in a broad range of categories and styles. We design and plan everything from weddings to corporate events; intimate gatherings to large scale occasions. We can take care of as much or as little of the planning, organisation and setup of your event as suits your needs. We are extremely flexible and we know that your event is unique, so we treat it is such.

Zeleka Nadine Sutherland is an award-winning event planner based in London, She has an eclectic background of events experience spanning more than 12 years. As a respected freelance event planner she launched Zeleka Nadine events in 2017 as a response to multiple requests for events of her style, quality and creativity.

*"I believe in having a good time whilst doing what I love, and I love what I do! I enable my clients to bring their ideas and inspiration to life with high levels of creativity, planning and organisation". - Zeleka.*

## Bride testimonial:

*"I can not put into words how much having you with us on our wedding day has meant. You have made the journey from proposal to I do unforgettable for all the right reasons, adding to this experience in ways I never imagined possible... Thank you" - Ladan Hong (as pictured on title page)*

Marvin and Ladan approached us for full wedding planning, 10 months before their big day. Their Shabby Chic wedding held in a white barn was featured in Wedding magazine and was a beautiful celebration of the beginning of their new life together.



# Wedding Planning Services

Our **Wedding services** are designed to give our couples full support in the different stages of their planning. Our involvement takes the stress out of wedding planning, providing the bride and groom with peace of mind, allowing you both the luxury of relaxing and enjoying your own wedding. In getting to know our couples, we work alongside them to create a wedding which reflects their lifestyle and personalities. The planning is driven by their style, passions, likes and dislikes. This allows us to guarantee personalised *wedding event management* to suit your vision.

We offer three wedding event management packages:

1. Full wedding management (Page 4)
2. Partial wedding planning (Page 5)
3. On-the-day wedding coordination (Page 6)

A price list and breakdown of what is included in all three packages can be found on pages 4-6 of this brochure.

## ADDITIONAL SERVICES

We also offer wedding event planning services to support couples planning their own wedding:

- Venue sourcing
- Supplier/vendor sourcing
- 3 hour Wedding planning masterclass

To discuss how we can tailor our packages to meet your unique requirements call us on: 020 8360 1861 Or 07982260465 alternatively email [zeleka@zelekanadine.com](mailto:zeleka@zelekanadine.com) and visit our website to find out more [www.zelekanadine.com](http://www.zelekanadine.com)

# Option 1:

## Full wedding event management

We value that every wedding is unique and personality and individuality plays a large part in creating and shaping the day of your dreams. Our comprehensive wedding service is designed to capture your distinctiveness, and using our experience and connections make your ideas come to life, with no detail being missed.

Following a complimentary face-to-face consultation, this package includes:

- Concept brainstorming to ascertain your vision requirements
- Budget analysis and payment plan
- Development of planning timeline
- Aisle planner account set up
- Tailored venue and supplier recommendations and selection
- Schedule and attend relevant appointments e.g dress days, food tastings, site visits etc
- Contact you with regular scheduled updates and reviews
- Create a structured timeline and detailed schedule for your wedding
- Supplier coordination and confirmations
- Design (venue theme, decoration and accessories)
- Guestlist management and seating plan support
- Travel & accommodation coordination for guests
- Handling of RSVPs and dietary requirements
- 24/7 phone and email support
- Ceremony rehearsal management
- Wedding day timeline and itinerary
- Wedding day management
- On hand with an emergency wedding kit for any eventuality
- Pre & Post wedding celebrations
- Post wedding day jobs such as item returns
- Special requests from the clients
- Discreet handling

PRICE FOR THIS SERVICE IS BASED ON 15% OF THE OVERALL WEDDING DAY SPEND  
(SUBJECT TO A MINIMUM FEE OF £4500.00) TYPICALLY WE SPEND BETWEEN 250-300  
HOURS COORDINATING YOUR WEDDING

## Option 2:

# Partial wedding day planning

Partial planning is designed for couples that have planned the majority of their wedding and need a professional to help with some final elements. This is typically around 3 months prior to the wedding date, when panic may have set in.

Whether it is suppliers left to source, travel arrangements to be made for guests or simply advice and support, a fresh pair of professional eyes can make the difference between a good and an unforgettable wedding. This package can be significantly tailored to your personal requirements.

To ensure your vision for the day is perfectly executed, our **On The Day Coordination** package is included.

Price is dependent on level of assistance required. Below is an example of the services required and the quote received by a client:

### **This package included:**

Following a complimentary face-to-face consultation, and proposal submission. This package includes:

- A meeting 4-12 weeks before your big day
- Organisation of all outstanding wedding administration
- Identify possible areas of concern and offer corrective options
- Review and confirm all supplier contracts and payment schedules
- Source any outstanding suppliers
- Last minute design inspiration
- Provide an action plan for the last few weeks
- Unlimited telephone and email support
- Full On-the-day wedding coordination (there is an additional fee for larger weddings with more than 150 attendees to accommodate for additional staffing)

## Option 3:

### “On the day” Wedding coordination:

Looking ravishing, relaxed & relishing every moment is how any couple should be on their big day. Not dashing off mid conversation with their guests, to sort out another problem or constantly checking their watch. Unfortunately, this is the role many couples end up playing on their day; that of the ‘hosts’

No matter how perfect your plans look on paper, it is all about the control on the day, something we feel, you should not be responsible for. Having planned the day yourselves, we understand how unnerving it may be to hand it all over. Rest assured, we truly care about every detail of your day just as much as you do and will ensure all runs the way you envisage, leaving you and your family with absolutely no ‘on the day jobs’ to deal with. The result of that...a couple that are relaxed and can really enjoy the lead up to their wedding and the day itself, safe in the knowledge all is being taken care of by complete professionals

#### **This Package includes:**

- Meeting with the couple at least one month prior to the wedding to discuss plans made and suppliers booked
- Regular contact with suppliers to ensure all is on track and running smoothly.
- Liaison with venue and suppliers on your behalf arranging “on the day” schedules for them all.
- Creation of a comprehensive timeline of your day, which we will approve with you.
- Meeting all suppliers on the day for set up, ensuring they are there on time and know the venue layout.
- Coordination of remainder venue set-up including table plans, decoration, lighting and music, ensuring the ambience and room are exactly as you envisaged.
- Coordination of order of events including the ceremony, wedding breakfast, speeches, cake cutting and first dance.
- Tidy of the bridal suite (if within the venue) after all have used it to beautify in preparation for the day, ensuring it is inviting for the couple.
- Emergency wedding kit box on hand including essentials such as safety pins, sewing kit, hairspray tissues, make-up the list goes on.
- Full assistance to the couple and guests arriving.
- Discreet handling of unexpected eventualities
- Wedding coordinator will be present for up to 10 hours.