

# WEDDING COORDINATION

\$850

## HELP FOR THE DAY

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**You've organised it all, now step back and enjoy your day**

The day before

- ~ Onsite meeting to run through all aspects of your day
- ~ Development of running schedule
- ~ Run sheet sent to stakeholders

The day of

- ~ Onsite two hours prior to complete finishing touches
- ~ Liaising with stakeholders throughout the day
- ~ Coordination of all formalities until 10pm

\$2500

## BRINGING IT ALL TOGETHER

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**You've done the planning, now let us finalise the event**

A month before

- ~ Face to face meeting to finalise details
- ~ One onsite meeting and unlimited emails and phone calls
- ~ Development of running schedule
- ~ Run sheet sent to stakeholders

The day before

- ~ Onsite meeting to run through all aspects of your day
- ~ Overseeing delivery of hire equipment

The day of

- ~ Onsite morning of wedding, setting up tables and bars
- ~ Styling of the ceremony and reception area
- ~ Liaising with stakeholders throughout the day
- ~ Coordination of all formalities until 10pm

\$4800

## THE WHOLE SHEBANG

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### From inception to completion

In this premium package we will create, plan, organise and manage all aspects of your wedding including:

- ~ Venue booking, ceremony and reception styling, photographer hire, entertainment hire, food and drink organisation
- ~ Four face to face meetings to discuss all elements of your day
- ~ Unlimited emails and phone calls
- ~ Contacting business vendors and coordinating stakeholders
- ~ Development of running schedule
- ~ Run sheet sent to stakeholders

### The day before

- ~ Onsite meeting to run through all aspects of your day
- ~ Overseeing delivery of hire equipment
- ~ Coordination of all elements

### The day of

- ~ Onsite morning of wedding, setting up tables and bars
- ~ Styling of the ceremony and reception area
- ~ Liaising with stakeholders throughout the day
- ~ Coordination of all formalities until 10pm
- ~ Organising pack-down of the event