

ON THE DAY COORDINATION

FULL DAY + HALF DAY

This package is designed for couples that have taken the time to plan their special day themselves and want assurance that if a problem does arise it will be resolved with an alternative solution instantaneously. This package guarantees you that your wedding day will run smoothly, regardless of any unforeseen circumstance and alleviate last minute planning stress from one month prior.

INCLUSIONS:

+ INITIAL MEETING (One month prior to your Wedding Day) This meeting will discuss everything you have planned and want to happen on your wedding day. We will also make sure that there is nothing that you have forgotten.

+ VENDOR MANAGEMENT: Following the meeting we will contact all of your vendors to let them know that we will now be the main point of contact on the day. We will also finalise any last minute details and payments that may be outstanding. On the day we will assist them with any extra assistance they require in order to ensure things run as smoothly as possible.

+ WEDDING DAY ITINERARY: We will put together an extensive wedding day itinerary that will be given to all vendors, family and the wedding party (as requested)

+ WEDDING REHEARSAL COORDINATION: Organisation and Coordination of the Wedding rehearsal to make sure that all vendors and the bridal party are prepared on the day.

+ FINAL VENUE MEETING: This meeting will tie up any loose ends and make sure everything is the way that you have planned for it to be.

+ STYLING, FLOWERS & PERSONAL ITEM SET UP: From picking up flowers, through to venue set up, we ensure that everything is set up correctly and set up runs according to plan. We assist all vendors with their set up requirements as well as setting up any favours, name cards, signs, etc that you provide.

+ WEDDING DAY MANAGEMENT: We look after all of the guests, suppliers and the bridal party, ensuring that everyone is on time and well looked after. This includes taking care of any emergency that could arise.

+ EMERGENCY SUPPLIER KIT: We will have an emergency kit on us for every possible emergency that could arise, eg. including dress tears, etc.

+ OTHER OCCURRENCES: If anything else is to go wrong or needs to be picked up we will take care of it.

HALF DAY \$1400.00 (until the Bride and Groom enter the Reception venue)

FULL DAY \$2000.00 (until after everyone has left the Reception venue)

**Additional charges apply for weddings more than 15kms past Brisbane CBD and guests of over 100.*

PETITE ON THE DAY COORDINATION

+ All of the inclusions listed above minus *Final Venue Meeting* and *Wedding Rehearsal Coordination*.

+ 5 hours on your wedding day

+ 1 Wedding Coordinator

PETITE \$750.00

**Additional charges apply for weddings more than 15kms past Brisbane CBD and guests of over 100. A Second wedding coordinator will incur an additional \$250.00 fee. Additional hours required will incur a \$100 per hour surcharge.*