



BLANK
CANVAS

EVENT DESIGN

WEDDING PACKAGES

2018 - 2019



FULL

R35 000

You get our full involvement from start to finish
- whether you have suppliers in place or not.

It includes:

One on-site meeting (subsequent meetings with you/suppliers charged at R250 per meeting)

Skype meetings and all electronic/telephonic communication

Site visits to three venues (subsequent visits will incur a transport fee)

We hand-pick suppliers that fit **your vision and budget** and deliver excellent service on the day. We handle all supplier liaison and payments. For your peace of mind, we track all transactions.

To ensure a smooth event, we compile a **running order and timeline** for the day. All suppliers have to sign this before the wedding.

Unless otherwise arranged, **we coordinate the wedding** from the time the first suppliers are due to arrive until all the formalities have been taken care of. Then we hand over to the venue manager (usually between 10 and 11 pm). All arrangements for breakdown and pick-ups will be confirmed with the timeline. Should we need to stay onsite until the end, one of our junior coordinators will manage the last shift. Rest assured you will be in excellent hands!



ON-THE-DAY*

R12 000

This package only includes our services on the day of your wedding.

One meeting before the big day to facilitate the hand-over of all the suppliers. (We prefer to have this meeting at your wedding venue, so that we can make sure we know exactly what you have in mind for the look/ feel of the day.)

With your help, we will set up a **running order/ itinerary** for the day and take over all supplier liaison one week prior to the wedding.

On the day of the wedding, **we will be on site** from the moment the first suppliers are due to arrive and will co-ordinate the wedding until all the formalities have been successfully completed. At this point (usually at around 22:00/ 23:00) we will hand over to the venue manager (unless otherwise arranged.) The breakdown and all pick-ups from suppliers will be arranged when we do the timeline.

*Should we need to source any suppliers on your behalf, our full package will apply.



ADDED EVENTS

We are here to help you make your journey leading up to your wedding day as stress-free and enjoyable as possible

We will gladly assist with arrangements outside of the wedding day, for example:

- An informal get-together with your guests the night before/ rehearsal dinner
- Breakfast the day after the wedding

R3 500

We will assist with the sourcing of a venue and suppliers, but won't be involved with the arrangements for the event, or be there on the day.

R12 000

We will do the sourcing of all suppliers and make all arrangements for the event. We will also be there on the day to oversee set-up and co-ordinate the function till the mains have been served.



EXTRAS

ACCOMMODATION:

Should the venue be more than 1 hour's drive from Durbanville, we will require accommodation for the night of the wedding. If we are required to be at the venue the day before to set up, we would need accommodation for two nights.

SET-UP STAFF:

In order for us to make sure that your wedding day is perfectly set up and everything gets done before the ceremony starts, we require the help of two set-up staff, charged as follows:

- R65pp/hour (they are usually not required for longer than 4 hours)
- R150 transport fee



BOOKING

We require a **50% booking fee** in order for us to book the date out in our calendar.

The balance of the fee is payable in full a week before the wedding date.