



**BLANK
CANVAS**

EVENT DESIGN

WEDDING PACKAGES

2020-2021



FULL

R38 500

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

Includes:

One meeting in person (on or off-site).

Skype meetings and all electronic/telephonic communication.

Site visits to three venues if you don't have a venue booked yet.

We hand-pick suppliers that fit **your vision and budget** and that will 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 in the morning until all the formalities have been taken care of (usually between 10 and 11 pm). We then hand over to the venue manager. 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!

Excludes:

- **All subsequent meetings** (on or off-site) will be charged at R250-R350 each (depending on the area), added to the final invoice.
- **Subsequent site visits** will incur a transport fee.
- Should we be required to do any **pick-ups and deliveries for a mock table** set-up, a R500 transport cost will be charged (in lieu of the R250 extra meeting cost).



ON-THE-DAY*

R15 000

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

One meeting before the big day to facilitate the handover of all the suppliers.

(We prefer to have this meeting at your wedding venue, so we can ensure we know exactly what you have in mind for the look and feel of the day.)

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

On the day of the wedding, **we will be on site** from the moment the first suppliers are due to arrive. We will coordinate the wedding until all the formalities have been successfully completed. At this point (usually around 10/11 pm) 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 fee will apply.



ADDED EVENTS

We are here to help make your journey 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

R6 000

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.

R18 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 coordinate the function until the mains have been served.



EXTRAS

ACCOMMODATION:

The last year or two has seen a marked increase in road accidents/incidents after weddings of many of our fellow industry colleagues due to the danger of our roads late at night.

Therefore, we require accommodation for the night of the wedding on site, or as close to the venue as possible.

The accommodation has to be safe, include at least one separate room with an en-suite bathroom and provide easy to access. For this reason, we prefer to book the accommodation ourselves. We will make sure it is reasonably priced and liaise with you before we book.

SET-UP STAFF:

To ensure 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** on your chosen package, as well as a signed contract to start the planning process. Please **sign this page** to acknowledge the terms and conditions stipulated in this document.

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

SIGNATURE

FULL NAME

DATE
