



WEDDING PLANNING & COORDINATION Packages

2020 - 2021
RATES

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On-the-day Coordination

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

- ◆ **One meeting** a month before the wedding to facilitate the hand-over of all service providers. We prefer this meeting to take place 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.
- ◆ Managing the order of events by assisting with the preparation of a timeline and checklist prior to your wedding.
- ◆ Venue & vendor management prior to the wedding to confirm deliveries & collections.
- ◆ Setting and up of ceremony, pre-drinks and reception areas.
- ◆ Co-ordinating the movement of any flowers/furniture/decor to another area if need be.
- ◆ Cueing of the DJ and MC at key moments as closely as possible.
- ◆ Overseeing all arrangements at the ceremony, pre-drinks and reception venue.
- ◆ Ensure timeline is adhered to as far as possible.
- ◆ On-site co-ordination & supervision at the ceremony site and during the reception until all bridal ceremonies and formalities are concluded.
- ◆ Manage any unforeseen occurrences that may arise on your wedding day.

Extra's

- ◆ Additional set-up or breakdown days to be charged at an hourly rate.



Design, concept & styling

This package extends to the styling of your wedding and includes sourcing, quoting and selection + the management of all styling related vendors and elements such as lighting, florals, stationery and furniture:

- ◆ An initial design & brainstorming meeting where we can bounce ideas off of each other.
- ◆ Includes venue site visit to discuss your dream vision as well as layout.
- ◆ Creation of authentic wedding design concept (theme).
- ◆ Styling mood board and wedding colour palette.
- ◆ Creation of wedding ceremony, pre-drinks & reception styling proposal.
- ◆ A pre-wedding mock-up of a full table setting at the venue for signing off.
- ◆ Compare & evaluate all quotations.
- ◆ Contact vendors prior to wedding to confirm items as well as delivery & collection times.
- ◆ Set-up & breakdown of the event.

Extra's

- ◆ Additional set-up or breakdown days to be charged at an hourly rate.





Conceptualising, Decor & Setup

This package includes our services **up until** the day of your wedding.

- ◆ A complementary initial consultation.
- ◆ Conceptualizing, styling and assistance with the design of decor of the event in accordance with your vision.
- ◆ Assistance in the selection, booking and liaising of the following services:
 - Staff
 - Cake suppliers
 - Florist
 - Lighting
 - Music & entertainment
 - Tents
 - Flooring for dance floor area
 - Decor
 - Furniture
- ◆ A site visit venue to discuss setup and layout.
- ◆ A pre-wedding mock-up of a full table setting at the venue for signing off.
- ◆ Attendance of all vendor appointments on your behalf if needed.
- ◆ Liaise with the suppliers prior to the wedding to confirm arrangements and deliveries.
- ◆ Setting up of ceremony and reception areas, making sure the venue is set up exactly to your requirements.
- ◆ Styling of all furniture & lighting.
- ◆ Ensuring the florist styled flower arrangements according to your requirements as agreed at the mock-up.
- ◆ Manage breakdown of event.
- ◆ Ensuring all rentals are collected and returned to various service providers.

Extra's

- ◆ Additional set-up or breakdown days to be charged at an hourly rate.

On the day coordination can be combined with the PRETTY MAGICAL package at an additional cost. Please enquire about this deal.



Full wedding planning

This package is perfect for the bridal couple looking for a **one-on-one** experience.

- ◆ We would coordinate all the necessary services for your wedding day needs, from start to finish as well as on the day coordination.
- ◆ Preparing a detailed budget and ensuring that it is adhered to whilst maintaining a realistic payment schedule for all suppliers.
- ◆ Preparing an action plan & time schedule with all details of the wedding and all aspects thereof ensuring the entire process runs as smoothly as possible.
- ◆ Assisting with venue recommendations, selection and booking.
- ◆ Conceptualizing, styling and assistance with the design of décor of the event in accordance with your vision.
- ◆ Assistance in the selection, booking and liaising of the following services:
 - Staff
 - Wedding dress designers
 - Tailors or Suit suppliers
 - Cake suppliers
 - Florists
 - Decor & lighting
 - Music and entertainment
 - Venue for ceremony & reception
 - Tents
 - Flooring for dance floor areas
 - Stationary consultants
 - Hair stylist & make-up artists
 - Photographers & videographers
 - Arranging transport for Bride & Groom
 - Food & beverage
 - Furniture
- ◆ A site visit at selected venue to discuss setup and layout.
- ◆ A pre-wedding mock up of a full table setting at the venue for signing off.
- ◆ Managing the order of events by assisting with the preparation of a timeline and checklist prior to your wedding.
- ◆ Attendance of all vendor appointments on your behalf if needed.
- ◆ Liaise with the suppliers prior to the wedding to confirm arrangements and deliveries.
- ◆ Manage & oversee deliveries from suppliers on the day. Ensuring on-time arrival, set up and ensuring all delivered goods are up to standard.
- ◆ Setting and up of ceremony and reception areas, making sure venue is set up exactly to your requirements.
- ◆ Styling of all furniture & lighting.



- ◆ Ensuring the florist styled flower arrangements according to your requirements as agreed at the mock-up.
- ◆ Co-ordinating the movement of any flowers/furniture/decor to another area if need be.
- ◆ Cueing of the MC & DJ at key moments as closely as possible.
- ◆ Run through a sound check with sound and entertainment service providers.
- ◆ Ensure the bridal party is aware of the timeline & all proceedings on the day.
- ◆ Assist with presenting the bride and bridal party with wedding bouquets, pinning corsages and boutonnieres.
- ◆ Overseeing all arrangements at the ceremony and reception venue.
- ◆ On-site co-ordination & supervision at the ceremony site and during the reception until all bridal ceremonies and formalities are concluded.
- ◆ Manage any unforeseen occurrences that may arise on your wedding day.
- ◆ Manage breakdown of event.
- ◆ Ensuring all rentals are collected and returned to various service providers.
- ◆ Managing vendor related post wedding admin (i.e. deposits etc.)

Extra's

- ◆ Additional set-up or breakdown days to be charged at an hourly rate.



Where to start

Bookings

- ◆ We would schedule a free of charge consultation either a coffee date or a Skype Call to discuss your big day.
- ◆ On acceptance 50% deposit would be required to confirm the booking. The balance of the fee is payable in full one month before the wedding date.

We are here to guide & suggest everything that suits you as a couple best. We look forward to starting this amazing journey with you & cannot wait to start planning your wedding day.





WOULD LOVE TO HEAR FROM YOU

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