



Full-Service Wedding Planning and on-the-day coordination

Full wedding planning

We assist in planning the following:

- Décor styling for the wedding : we take a couples personality and match it to a cohesive concept that includes :
 - Stationery
 - Décor hire
 - Draping
 - Lighting
 - Dancefloor
 - Furniture
 - Flowers (in-house)
- Venue search and evaluation: We evaluate and compare venues for you and ensure that you have chosen the best possible venue that is in line with your wedding budget.
- Supplier procurement and management: We will get you a minimum of 3 quotes of each supplier and compare them side by side to ensure that you make the best decision. Suppliers include the following :
 - Cake
 - Assisting with choosing cake design
 - Arranging of a cake tasting
 - Comparison and evaluation of all quotes
 - Confirmation and receiving of cake on the day of wedding.
 - Attire
 - Set up shopping appointments for the bride, grooms and bridal party attires.
 - Set up appointments for fittings and alterations
 - Arranging all collections
 - DJ and entertainment: sourcing the best suited DJ and entertainment to fit in with you and your crowds' interest in music:
 - We source all DJ and entertainment that is most likely to fit in with you and your crowds' interest in music
 - Ensuring that DJs and their equipment are in regulation with venue requirements
 - Comparison and evaluation of all quotations
 - Ensuring that all chosen songs are provided to the DJ in time
 - Confirming of the wedding day logistics
 - Stationery
 - Comparison and evaluation of all quotations
 - Ensuring that save the dates are sent out well in time
 - Ensuring that the wedding invites are sent out at the right time with the right RSVP date

- Ensuring that all content is sent to stationers at the right time for print and production
 - Assist with compilation of seating chart
 - Collecting or receiving of final stationery for wedding day
- Photography and videography
- Hair and Make-up : sourcing only the best hair and make-up artists and ensuring the following :
 - Comparison and evaluation of quotes
 - Matching supplier that is best suited to the clients' needs
 - Arranging a date for trials
 - Ensuring that touch up kits are confirmed
 - Confirming wedding day logistics
- Décor Concepts :
 - Developing a mood board for all your ideas
 - Sourcing a supplier that best-matches client needs
 - Comparison and evaluation of quotations
 - Discussing the floorplan
 - Finalize concept of design
 - Arranging mock-ups
 - Arranging the delivery, set-up, breakdown and collection of décor on the wedding day
- Flowers – you are welcomed to use in-house flowers or flowers from one of our suppliers :
 - We will assist you in creating a mood board to capture your ideas, look and feel of the wedding.
 - Finalize concept of design
 - Comparison and evaluation of different quotations
 - Arrangement and attendance of mock-ups
 - Arranging and ensuring delivery, set-up, breakdown, and collection of flowers on the wedding day
- Wedding Favours :
 - Assisting the couple to come up with wedding favour ideas
 - Comparison and evaluation of quotes
 - Ensuring that wedding favours meet the standards of the couple
 - Ordering, collection and delivery of wedding favours to all guests.
- Budget and payment schedule
 - Drawing up a full wedding budget once all final quotations have been received (indication of overall spend for the wedding)
 - Updating client of budget changes and expenditures
 - Keeping track of all payments made to suppliers
 - Reminding the client of payments that still need to be made
 - Negotiating payment terms with suppliers
- Planning and time management

- Designing of planning schedule with all meetings/fittings/tastings/deadline of payments etc.
 - Constantly updating and changing time schedule to match clients' diary.
 - Sending out reminders and updates to parties involved to ensure that all planning activities are done on time.
- Drafting of all schedules :
 - Set-up and breakdown schedules :
 - Venue schedule
 - Beauty and hair schedule
 - Running of day schedules (ceremony, cocktail & reception)
 - MC schedule with venue house rules
 - DJ schedule with song list for wedding day
 - Photo and video schedule
- Final consultation :
 - Run the couple through the final details of their wedding day
 - Hand over finalized schedules
- Wedding rehearsal at the ceremony
- Set up managements
 - Creating a set-up schedule and sharing it with suppliers to ensure that all suppliers arrive on time to deliver their services
 - Ensuring the set-up for ceremony, cocktail and reception is completed on time.
- On-the day management
 - Managing all suppliers throughout the day, regarding timing schedules and any changes that might have occurred.

R20 000

Month-of to on-the-day Management and coordination

We assist with the following:

- Set-up, time and logistics management
 - Liaising with suppliers a month prior wedding date
 - Creating a detailed set-up schedule and timeline and sharing it with suppliers to ensure that all suppliers arrive on time to deliver their services on the wedding day
 - Ensuring the set-up for ceremony, cocktail and reception is completed on time.
 - Briefing of all suppliers
 - Managing all suppliers throughout the day, regarding timing schedules and any changes that might have occurred.
 - Serving as a contact person for all supplier enquires
 - Onsite coordination of 12 hours on wedding day

2 Coordinators

(12 hours on the day coordination 8 am – 8 pm)

R8000

*Additional hours for coordination are R800 per hour

Wedding Service Providers Sourcing

- Sourcing of service providers (unlimited) according to your budget
 - This includes obtaining 3 quotes/packages for each and handing them over to you
- Once you have made your pick we will correspond with service providers and confirm the service needed which will then be followed by your payment to the supplier.

R5000

1. Wedding flowers and Décor styling

Our team is passionate about creating beautiful and luxurious flower arrangements and décor styling that reflects the personality, style and taste of our clients.

Weddings

In-house Flowers

Floral elements for your ceremony:

- Bridal bouquet
- Bridesmaid bouquet
- Flower girl basket with petals/confetti
- Flower Crowns
- Groom and groomsmen buttonholes or boutonnières
- Wrist Corsage
- Aisle arrangements
- Arch arrangements
- Fresh petals / Confetti
- Sign table arrangement

Floral elements for your reception:

- Bride and groom table flowers
- Flower walls
- Flower runners for rectangular tables
- Rectangular table arrangements
- Round table arrangements
- Gift table arrangement

Décor sourcing

- Furniture
- High quality décor items
- Lighting
- Flooring
- Draping

Styling includes:

- Ceremony
- Outside areas e.g. cocktail area, bathrooms and gift table
- Reception area

Events**Event flowers and décor styling**

We create bespoke events and can supply designer floral arrangements, decor, draping, lighting, furniture and candles.

Contact us for a customized quotation to suit your budget needs

1. Romantic turndown

Full heart shaped or I “love you” petals on the floor or bed and the rest scattered everywhere and 20 helium balloons.

- R2000