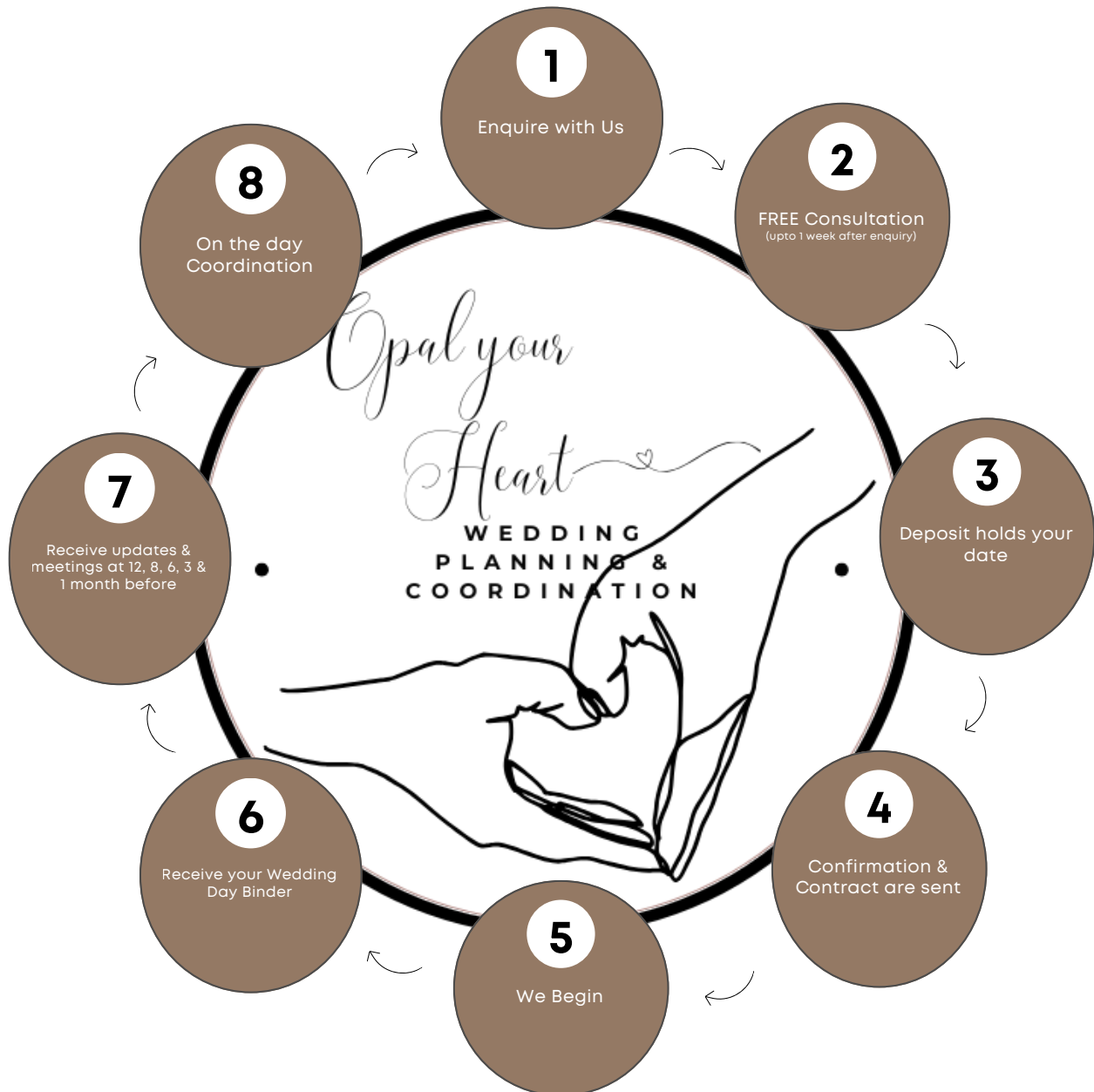


# MY PLANNING PROCESS

I believe in keeping your wedding planning journey simple and stress-free. That's why I've implemented a structured approach below to bring your dream wedding to life.

I personalise each approach and pride myself on meticulous attention to detail, which allows me to transform your wedding dreams into reality.



The above are a basic outline on how I would work for you. These are simple steps to follow but, I understand life sometimes gets in the way. If you need to do things slightly differently then please let me know and we will work something out together.



# PLANNING PACKAGES

## CLASSIC

By choosing the Classic wedding planning package, you'll have the freedom to personalise your wedding while having the peace of mind that you're on the right track.

£2000



## DELUXE

Comprehensive planning to help you find your suppliers and venue. Venue and supplier meetings are included and all tools provided to allow for half day coordination.

£2700

## PLATINUM

Comprehensive full-service wedding planning package is designed to take the stress out of your special day, allowing you to focus on what truly matters: celebrating your love.

£3825



## PLANNING PACKAGE INFORMATION

All packages above are exclusive of VAT, this will be added at 20% within a formal quote.

Packages not exactly what you are looking for? Let's go bespoke!

# CLASSIC PACKAGE DETAILS

By choosing the Classic wedding planning package, you'll have the freedom to personalise your wedding while having the peace of mind that you're on the right track.

## What's Included:

- Initial Consultation: A one-on-one meeting to discuss your vision, preferences, and budget.
- Personalised Wedding Planning Checklist: A step-by-step guide tailored to your specific needs and timeline.
- Vendor Recommendations:  
A curated list of trusted vendors in your area.
- Budget Template:  
A user-friendly budget template to help you track your expenses.
- Design Inspiration Board:  
A visual representation of your wedding style and theme.
- Limited Email and Phone Support(up to 3 emails or calls every 6 months):  
Our team of experts is always available to answer your questions.

# DELUXE PACKAGE DETAILS

By choosing the Deluxe wedding planning package, you'll receive comprehensive support to ensure your dream wedding comes to life, with a half day on-site coordination.

## **Pre-Wedding Planning:**

- Initial Consultation: A one-on-one meeting to discuss your vision, preferences, and budget.
- Vendor research & recommendation
- Venue Scouting
- Budgeting: Assessment of your budget and a guide to stay on track
- Timeline Creation: Developing a comprehensive timeline for all tasks and deadlines
- Design & Decor: Conceptualising and developing a cohesive design scheme
- Personalised wedding Planning work book
- Guestlist management
- Design Inspiration Boards

## **Wedding Day Support & Guidance:**

- Unlimited calls the morning of your wedding
- Calls with vendors to organise and ensure they are happy the morning of
- Overseeing the creation of a detailed wedding day timeline
- Half day coordination from 1hour before the ceremony

# PLATINUM PACKAGE DETAILS

By choosing the Platinum wedding planning package, you'll gain peace of mind knowing that every detail is in expert hands. Let's transform your dream wedding into a reality.

## Pre-Wedding Planning:

- Initial Consultation: A one-on-one meeting to discuss your vision, preferences, and budget.
- Vendor Selection: Curating a list of top-tier vendors, from caterers and photographers to florists and musicians.
- Venue Scouting and negotiation
- Sourcing and selecting decor items and rentals
- Budgeting: Creating a detailed budget and managing expenses to ensure you stay within your financial goals.
- Budget maximisation
- Timeline Creation: Developing a comprehensive timeline for all pre-wedding tasks and the wedding day itself.
- Collaborating with vendors to bring your design vision to life
- Design & Decor: Conceptualising and executing your desired aesthetic, from colour palettes to floral arrangements.
- Personalised wedding Planning work book
- Guestlist management
- Design Inspiration Boards

## Wedding Day Coordination:

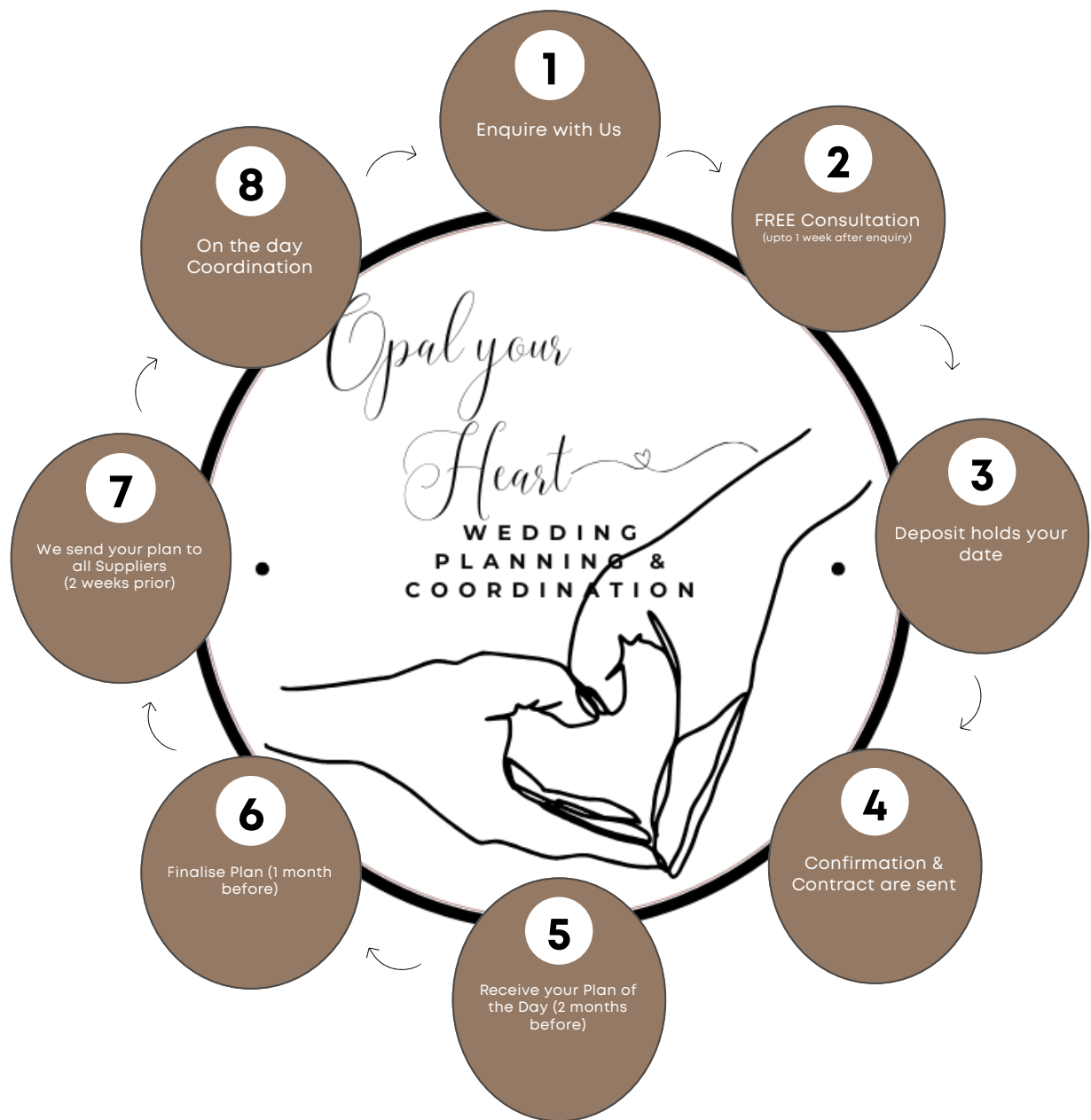
- Rehearsal Dinner: Coordinating the logistics and planning the menu for a memorable rehearsal dinner.
- Wedding Day Management: Overseeing every aspect of your wedding day, from setup to tear down. (if in the UK)
- Vendor Coordination: Liaising with all vendors to ensure seamless execution.
- Crisis Management: Handling any unexpected issues or emergencies that may arise.

## Post-Wedding Tasks:

- Follow-Up: Assisting with thank-you card writing and addressing any post-wedding tasks.
- Coordinating with vendors for final payments and returns
- Helping to answer any post - wedding questionnaires.

# MY COORDINATION PROCESS

Wedding Coordination or On the day Coordination follows the plans you have created. We manage the logistics.



The above are a basic outline on how I would work for you. These are simple steps to follow but, I understand life sometimes gets in the way. If you need to do things slightly differently then please let me know and we will work something out together.



# COORDINATION PACKAGES

## COORDINATOR (ON THE DAY)

Relax and enjoy your day! Our on-the-day coordination ensures everything runs seamlessly, from supplier management to timeline adherence, so you can focus on celebrating.  
Up to 100 guests.

£525



## EXTRA COORDINATOR

For any wedding with a guest count over 100.

Can also be added as an optional extra for smaller weddings.

£200

## GRAND

For any wedding with a guest count over 150-200


£850



## NIGHT BEFORE

Available from 3pm - 9pm the night before your wedding to attend your venue, assist with set ups, check table plans and perform rehearsals. Finalising all last checks.

£275



# COORDINATION PACKAGE DETAILS

## Wedding Coordination: Your Peace of Mind on Your Big Day

You've poured your heart and soul into planning every detail of your perfect wedding. Now, let us step in to ensure all your hard work comes to life flawlessly. Our wedding coordination services are designed for couples who have completed the majority of their planning but want a professional to execute their vision seamlessly on the day itself.

Here's what's typically involved:

- **Final Consultation & Planning Review:** We'll meet with you in the weeks leading up to your wedding to thoroughly understand all your plans, supplier contracts, timelines, and logistical details.
- **Timeline Finalisation & Distribution:** We'll review and refine your existing timeline, ensuring all elements flow smoothly, and distribute it to all vendors and key individuals.
- **Supplier Liaison & Confirmation:** We'll connect with all your confirmed suppliers to introduce ourselves, confirm arrival times, setup details, and address any last-minute questions.
- **On-Site Coordination:** On your wedding day, we'll be your dedicated point of contact, overseeing all aspects of the event. This includes:
  - Managing supplier arrivals, setup, and breakdown.
  - Ensuring adherence to the agreed-upon timeline.
  - Coordinating the ceremony and reception flow.
  - Troubleshooting any unexpected issues that may arise.
  - Assisting with guest queries and directions.
  - Managing personal items and décor placement according to your instructions.
- **Ceremony & Reception Management:** We'll ensure the ceremony proceeds smoothly and the reception transitions seamlessly between different events (introductions, speeches, first dance, etc.).
- **Behind-the-Scenes Support:** We'll handle the little details you might not even think about, ensuring everything runs like clockwork.

In essence, we become your on-the-day logistical experts, allowing you, your family, and your friends to relax and fully immerse yourselves in the joy of your wedding celebration. You've done the planning – let us handle the flawless execution. We are available for wedding coordination services once all your planning is complete and you're ready to hand over the reins for your special day.



# PACKAGE ADD-ONS

My add-ons are the little extras that you may not have thought of before. I do not include them within my packages as they may not be for everyone. Feel free to take a look to see if there are any that you might like.

## *RSVP TRACKING*

£35.00

I create a tracking dashboard for all invites sent out and all invites received back. At this point I would also check if they have noted any allergies or intolerance's that may affect food they have chosen.

## *VENUE & SUPPLIER COMMUNICATION*

£80.00

For any changes or new information that will need to go over to venues and suppliers. Particularly helpful if you haven't the time to keep going back and forth. Available upto 4 times

## *MASTER OF CEREMONIES*

£350.00

As a Master of Ceremonies I directly interact with your guests to help build the atmosphere and can professionally announce you into the room as the newlyweds.

## *DRESS/SUIT PICKUP*

£40.00 + £0.40p per mile

If work has added to the stress of trying to piece everything together, I will organise with you a date in which I can pick up your dress or suits and take them to where they need to be.

## *VENUE STYLING*

£300.00

If you have DIY'd your own decor or have things of your own that you won't have time to set up due to entry restrictions, or the set up would be the morning of your wedding.

## *MEETING ATTENDANCE*

£95.00

If you have chosen a venue that requires a number of meetings with the staff on site I am available for up to an hour and a half to attend with you, and come up with questions list so we have all the information you require.  
Available for up to 2 meetings

## *CONTRACT ADVICE*

£50.00

I will go through each of your contracts and invoices to ensure everything is covered and make note on each section that may need to be addressed.

## *GIFTS*

£35.00 +£0.40p per mile

Are you planning on giving gifts to bridesmaids, groomsmen, parents or people that have been extremely helpful? I can pick these up for you and bring with me to your event.

## *GENERAL ORGANISATION*

£50.00

You could be pretty well organised but this service means I can organise table boxes to make it easier for the set up within your venue, great if you are a DIY couple.

## *MILEAGE*

£0.40 per mile

If your venue is over 50 miles away there will be an added charge for mileage.