

The Mini Package

- Detailed planning checklist to ensure all wedding items are not missed
- Recommend wedding vendors (reception venues, photographers, cake makers, florist, styling & entertainment)
- Coordination of event run sheet from start to finish
- Setting time lines and establishing deadlines for each wedding items
- Onsite meeting at the venue to discuss floor plan, styling & layout of the reception
- Liaise with all suppliers in the lead up to the wedding
- Hold a final meeting with the Bride + Groom on the week prior to the wedding to finalise all details
- Compile and distribute a detailed run sheet to bride/groom/MC and vendors
- Compile a spread sheet with all setup timings and send this to all vendors
- Provide assistance to the MC prior to the wedding
- Wedding day co-ordination & setup (additional costs apply)

