

The Mega Package

- Budget creation and management
- Location search and scouting
- Attend meetings with suppliers & high quality wedding vendors (photographers, invitation design, florists, entertainment, private catering, stylist etc)
- Review of vendor contacts
- Coordination of event run sheet from start to finish
- Assist with ceremony ideas/layout and styling
- Unlimited phone calls, emails and contact with your coordinator
- Assist with the design of your floor plan/seating chart
- Working with the venue and overseeing all details
- Assist with the food and beverage selection
- Assisting with all décor and styling of the day
- Provide transport recommendations and organise transport
- Assist with accommodation options for bride, groom, bridal party and their families.
- Organise AV, lighting and sound requirements for the day
- Hold a final meeting with the Bride + Groom to finalise all wedding details
- Contact all wedding suppliers to finalise bump in and bump out times
- Compile and distribute a detailed run sheet bride/groom & MC and all vendors
- Provide assistance to the MC and ensure he/she is aware of the audio visual and sound requirements for the day.
- Wedding day co-ordination & setup (additional costs apply)
- Service all clients' needs promptly and efficiently

