



## **“On The Day” Wedding Co-Ordination Services**

On your Special Day it is important that the Couple are able to relax and enjoy every minute of this memorable occasion, as well as being the perfect hosts. You do not want to have to worry about Suppliers and the co-ordination that ensures the smooth running of the Day.

The Events Business will be present to manage proceedings to your own itinerary, working with your confirmed Suppliers. This service is perfect for you if you want to, or have already organised your Wedding, but do not want to be dealing with everything on the day.

This service can be tailor made to suit your needs, but as an example will include the following:-

- Consultation prior to the wedding to understand your requirements and finer details
- Early arrival at your venue
- Ensure all deliveries are made
- Oversee Supplier set-ups
- Provide full on-site coordination of reception
- Keep everything running to time - as per itinerary prepared by the Couple.

**“On the Day” Wedding Coordination Packages are priced from £350 depending upon individual requirements and the number of hours involved.**

**Initial Consultation is charged at £50 but this will be deducted if the Consultant is subsequently hired.**

**£200 deposit will be required on signing of Service Agreement. All cheques should be made payable to ‘The Events Business Ltd’.**

**The outstanding balance to be paid 7 days before the Wedding day.**

**NOTE:** For "On The Day" service, the couple will be responsible for preparing the itinerary, confirming details and commitments with Suppliers, and other related duties. The Consultant will carry out the duties based upon the couple's planning and preparations. In these instances where the Consultant has no previous interaction with suppliers, it is important that the consultant gains as much information from the couple as possible at the Consultation meeting.