



## **“Pre” Wedding Day Co-Ordination Package**

The majority of the hard work planning your perfect wedding has been carried out. Hours of preparation have gone into the last few months and you are now in the final lead up to your Special Day.

It is important during this last month that the Couple have the opportunity to relax, enjoy Hen and Stag parties and generally chill out before their big day, without the hassle of last minute preparations.

In addition, when the big day arrives it is especially important that the Couple are able to relax and enjoy every minute of a 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 take over a month before and consolidate and confirm all Facilities and Suppliers booked by the Couple and continue managing the event up to the Wedding Day when they will be present to manage proceedings. This service is perfect for you if you want to, or have already organised your wedding, but do not want to be involved in the final confirmation of Suppliers or 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 6 weeks prior to the wedding to understand requirements and details
- Confirmation of all Venues & Suppliers
- Final co-ordination of Timings Schedule
- Early arrival at your venue
- Ensure all deliveries are made
- Oversee Supplier set-ups
- Provide full on-site co-ordination of reception
- Keep everything running to time

**“Pre” Wedding Day Coordination Packages are priced from £500 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.**

**£300 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.**