



*A Dream Come True Events*  
Bringing dreams to life

2017/311875/07

P O Box 114

Mutualpark 7451

C: 084 644 6644

[www.adreamcometrue.co.za](http://www.adreamcometrue.co.za)

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## ***A Dream Come True (Platinum)***

**R 17 500.00**

*This is our full wedding planning package.*

### *This package includes:*

- *An initial consultation:* *2 Hours*
  - o *Discussing your Big Day*
  - o *Ideas for your mood board*
  - o *Questionnaire*
  
- *Venue Search and Evaluation:* *2 Hours*
  - o *Top 3 recommendations based on comparisons done*

### *Supplier Procurement and Management:*

- *Venue:* *6 Hours*
  - o *Venue viewings for up to 3 venues*
  - o *Suggesting specific areas for each of the proceedings*
  - o *Floorplan layout*
  - o *General logistics relating to the design*
  - o *Confirm details the venue needs*
  - o *Confirming staff requirements*
  - o *Confirming bar requirements (if applicable)*
  - o *Arranging all meetings with venue coordinator*
  
- *Caterer:* *4 Hours*
  - o *Source suppliers fitting brief and budget requirements*
  - o *Compare and evaluate all quotations*
  - o *Assisting with the designing of the menu*
  - o *Arranging food tastings*
  - o *Confirm final menu*
  - o *Confirm on the day logistics*
  
- *Cake:* *2 Hours*
  - o *Assisting with choosing cake design*
  - o *Arranging cake tasting or tasting box*
  - o *Compare and evaluate all quotations*
  - o *Confirm on the day logistics*
  
- *Attire:* *3 Hours*
  - o *Arrange shopping appointments for Bridal Gown, Groom Suit & Bridal party attire*
  - o *Arranging all fittings or alterations*
  - o *Arranging all collections*



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- *DJ & Entertainment:* *2 Hours*
  - o *Sourcing all entertainment or musicians*
  - o *Compare and evaluate all quotations*
  - o *Ensuring all equipment is up to date and in line with venue requirements*
  - o *Ensuring all the key songs are chosen and provided to DJ*
  - o *Confirm on the day logistics*
  
- *Stationery:* *4 Hours*
  - o *Compare and evaluate all quotations*
  - o *Assist with wording for all stationery*
  - o *Assist with design of all stationery*
  - o *Ensuring that invitations are sent out at the right time with the right RSVP*
  - o *Ensuring all content is sent to stationers at the right time for print and production*
  - o *Assist with the compilation of seating charts*
  - o *Collecting final stationery for Ceremony and Reception*
  
- *Photography and Videography:* *4 Hours*
  - o *Compare and evaluate different work styles and the matching suppliers that are best suited to the client's needs*
  - o *Compare and evaluate quotations and/or packages*
  - o *Arranging Engagement shoot logistics and styling*
  - o *Confirming on the day schedules and logistics*
  
- *Gifts:* *2 Hours*
  - o *Coming up with favour options*
  - o *Comparing and evaluation of all quotes*
  - o *Ordering all favours*
  - o *Ensuring all favours are packaged or presented beautifully And practically to all guests*
  - o *Collection and delivery of favours*
  
- *ANC Contracts:* *-*
  - o *Recommendations only*
  
- *Marriage Officers:* *2 Hours*
  - o *Compare and evaluate different work styles and the matching suppliers that are best suited to the client's needs*
  - o *Compare and evaluate all quotations or packages*
  - o *Confirming all legalities that need to take place*
  - o *Confirming on the day logistics*



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- *Hair and Make-up:* *2 Hours*
  - o *Compare and evaluate different work styles and the matching suppliers that are best suited to the client's needs*
  - o *Compare and evaluate all quotations or packages*
  - o *Arranging trials*
  - o *Ensuring touch up kits are confirmed*
  - o *Confirming on the day logistics*
  
- *Décor and Décor concept meetings:* *3 Hours + 1 Hour*
  - o *Developing your mood board*
  - o *Discuss floorplan*
  - o *Overall finalised concept of design*
  - o *Compare and evaluate different work styles and the matching suppliers that are best suited to the client's needs*
  - o *Compare and evaluate all quotations or packages*
  - o *Arranging mock-ups*
  - o *Arranging delivery, setup, breakdown and collection*
  
- *Flowers:* *3 Hours + 1 Hour*
  - o *Developing your mood board*
  - o *Overall finalised concept of design*
  - o *Compare and evaluate different work styles and the matching suppliers that are best suited to the client's needs*
  - o *Compare and evaluate all quotations or packages*
  - o *Arranging mock-ups and attend mock-ups*
  - o *Arranging delivery, setup, breakdown and collection*
  
- *Budget:* *2 Hours*
  - o *Completed after all mock-ups have been completed*
  - o *Based on and including the décor concept document*
  
- *Drafting of all schedules required:* *5 Hours*
  - o *Setup & breakdown schedules*
  - o *Venue schedules*
  - o *Beauty and hair schedule*
  - o *Running of the day schedule including:*
    - *Ceremony, Pre-Drinks & Reception*
  - o *MC schedule with venue house rules*
  - o *DJ schedule with song list for wedding proceedings*
  - o *Photo and Video Shot list*



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|   |                        |
|---|------------------------|
| - <i>A final consultation:</i>  | <i>2 Hours</i>         |
| o <i>Hand-over of all the final details</i>   |                        |
| o <i>Draft schedules finalisation</i>   |                        |
| - <i>Liaising with all suppliers, sending all schedules, make changes where requested</i> | <i>2 Hours</i>         |
| - <i>Wedding rehearsal at ceremony venue</i>  | <i>2 Hours</i>         |
| - <i>On the day coordination (10am - 10pm)</i>  | <i>12 Hours</i>        |
| - <i>Final Admin after wedding day</i>  | <i>2 Hours</i>         |
| <b><i>Total hours:</i></b>  | <b><i>70 Hours</i></b> |

*Additional hours required and requested by the couple will be charged at R250 per hour.*

*Additional fees will be applicable for the following:*

- *Setup (staff)*
- *Breakdown (staff)*
- *Delivery*
- *Collection*

*\* If the floral styling is outsourced then the client is responsible for paying a mock-up fee as determined by that supplier and this cost will be over and above our package costs.*

*\* Travelling costs for any appointments not at our premises or for travelling to the venue on the wedding day is covered up to a maximum of 50kms from the Plumstead area. Any travelling after this will be subject to a per kilometre cost that is payable by the Client. The fees payable will be calculated and invoiced to the client and it is the responsibility of the client to ensure the monies due reflects in our bank account within 48 hours before the wedding day.*

*\* Communication and Accommodation costs will be logged and charged according to venue, distance and time duration. This only applies to weddings outside of Cape Town/Paarl/Stellenbosch surrounds.*