



month-of coordination

2021/2022

FOR UP TO 120 GUESTS

This package is two-fold.

We help you keep track of payments due in the month leading up to your wedding day. As the day nears it's easy to feel overwhelmed with the last of the arrangements that need to be wrapped up and here is where we step in and help you keep the focus until you're ready to walk down the aisle knowing it's all taken care of.

Included in this package is on-the-day coordination.

Any additional requirements will be invoiced separately.



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R7500

This package includes:

- An initial consultation:
 - o Discussing your Big Day
- Follow-up on outstanding requirements and/or payments
- Drafting of all schedules required:
 - o Setup & breakdown schedules
 - o Beauty and hair schedule
 - o Running of the full day schedule including:
 - o MC slotted into main schedule and s list of venue house rules supplied
 - o DJ schedule with song list for wedding proceedings
 - o Photo Shot list
- A final consultation:
 - o Hand-over of all the final details and draft schedules finalisation
 - o Liaising with all suppliers, sending all schedules, make changes where requested
- Wedding rehearsal at ceremony venue.
- On the day coordination (up to 12 hours 9am – 9pm)
- Wrap up admin after wedding day

* Additional hours required and requested by the couple will be charged at our current hourly rate.

* 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.

* 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 it is the responsibility of the client to ensure the monies due reflects in our bank account within 48 hours before the wedding day.

*** For weddings with a pax of up to 150 guests, this package fee will be R 7 000.00**

*** For weddings with a pax of up to 200 guests, this package fee will be R 8 500.00**

*** For weddings with a pax of more than 200 guests, a custom package fee will be calculated.**

N.B. Please note that for all packages, our terms and conditions apply and must be signed off prior to the commencement of any work.