



*A Dream Come True Events*  
Bringing dreams to life



## on-the-day coordination

2021/2022

FOR UP TO 120 GUESTS



Wrap-up a week before your wedding as well as coordination on your wedding day.

Any additional requirements will be invoiced separately.

# on-the-day coordination

R5000

## This package includes:

- An initial consultation:
    - o Discussing your Big Day
  
  - Drafting of all schedules required:
    - o Setup & breakdown schedules
    - o Beauty and hair schedule
    - o Running of the full day schedule including:
      - MC slotted into main schedule with a list of venue house rules
      - DJ schedule with song list for wedding proceedings
      - 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)
- \* 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.
- \* Fees payable will be calculated and it is the responsibility of the client to ensure the monies due, reflects in our account within 48 hours before the wedding day.

\* For weddings with a pax of up to 150 guests, this package fee will be R 6 000.00

\* For weddings with a pax of up to 200 guests, this package fee will be R 7 500.00

\* 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.**