

WARREN-STONE WEDDINGS & EVENTS  
WEDDING COORDINATION PACKAGES 2022 - 2023





## OUR STORY

We are proud to have created a portfolio of extravagant and multi-cultural weddings for clients from all over the world. Our longstanding and loyal relationship with our wedding couples is the direct result of consistent service delivery, a thoroughly professional approach to all planning projects, and an unfailing energy devoted to each and every Warren-Stone Wedding or Event.

## BOOKING REQUIRMENTS

To secure your wedding date, we would require a signed WW Contract and signed date specific quote, as well as a 50% deposit proof of payment.

Your remaining coordination balance would be payable 2 weeks prior to your wedding day.

## CONTACT

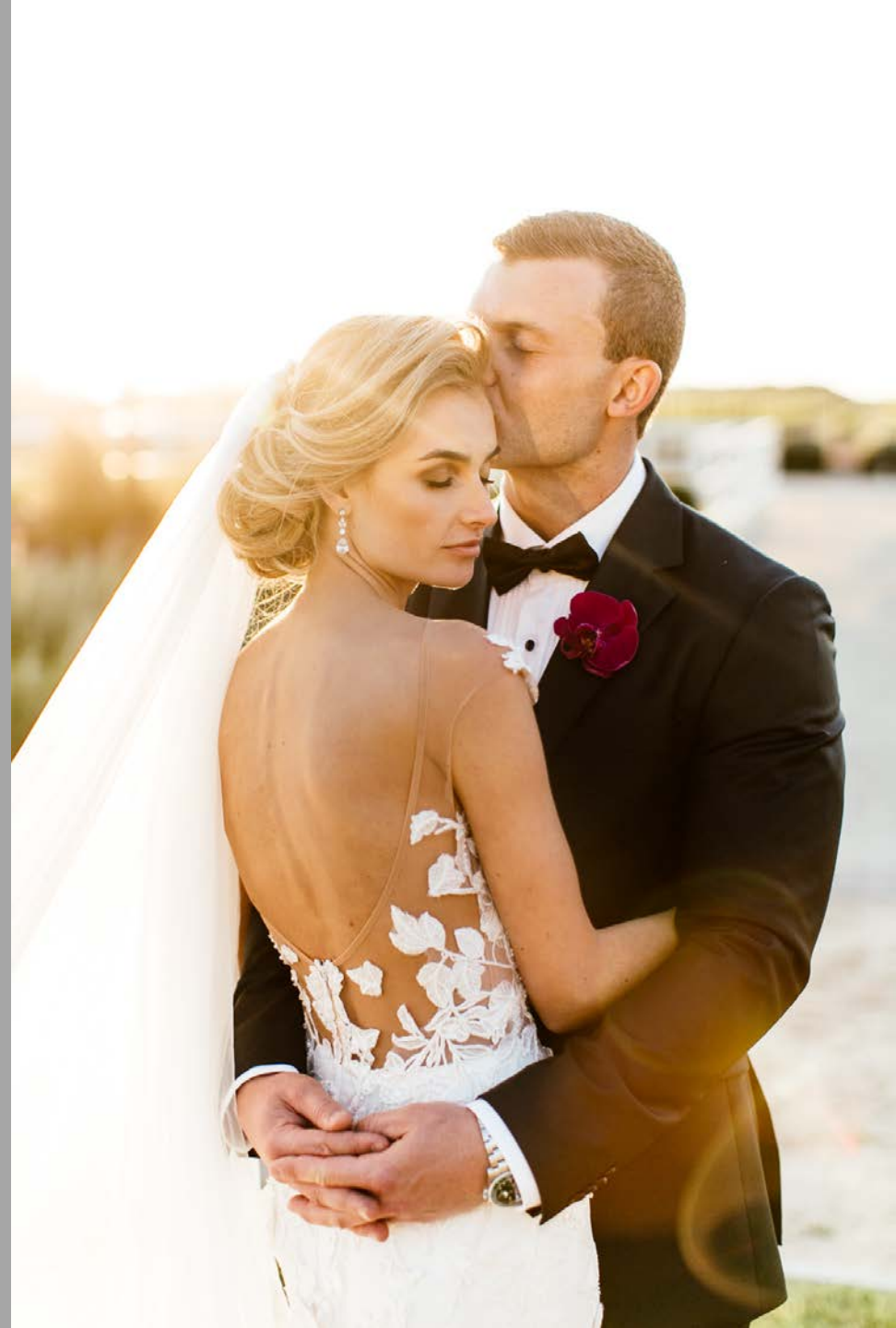
To enquire about our coordination fees, please see the below contact details.  
Please include the coordination package you feel would best suit your requirements within your enquiry.  
We look forward to assisting you with your planning process!



COMPLETE

## WEDDING COORDINATION

This complete wedding coordination package allows you to enjoy the excitement involved with the preparation of your special day while leaving the detailed event planning to us. This package includes the management of all third-party service providers, budget planning and execution of the wedding day. We will take responsibility of working within your wedding budget and meeting all your special day expectations.







## COMPLETE WEDDING COORDINATION – PACKAGE INCLUSIONS

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Complete coordination of your celebration from start to finish.

Weekly 1- hour telephonic or personal meetings to get to know you both and understand your wedding preferences.

Detailed minutes will be taken of these meetings and shared with you so that you are completely at ease with the discussed wedding topics and have record of the planning completed to date.

Recommending superior service providers for your consideration within the following categories:

- Décor / concept designers
- Stage and lighting specialists
- Entertainment and music
- Officiants
- Chefs and caterers
- Photographers / videographers
- Stationery consultants and designers
- Floral designers

Being the point of contact throughout the planning process between yourself and the chosen service providers.

Negotiating and confirming quotes from the chosen service providers as well as liaising the deposits required.

Planning a personal or virtual meeting day including the following appointments:

- Wedding catering tasting
- Wine tasting
- Cake tasting
- Décor mock of one wedding table including your floral design and hired items
- Officiant meeting
- Photography and or videography meeting
- Entertainment and music meeting

Finalizing the quotes prior to the function date according to the confirmed numbers attending the function.

Drafting an accurate floorplan of each area involved in the festivities and the location of all your furniture and décor.

Preparing a comprehensive Final Program including setup, event, and breakdown timing for your wedding day as well as a bride and grooms personal wedding day schedule.

On the day event management until 00h00 ensuring that the time schedule is adhered to by all service providers.

Arranging post-event feedback to wrap up the function.



ON THE DAY

## WEDDING COORDINATION

For the couple who wish to plan their celebration independently, this option includes the management of your wedding day from fourteen days before the wedding date. This package includes on-the-day management of all confirmed service providers ensuring your vision is executed flawlessly.





## ON THE DAY WEDDING COORDINATION – PACKAGE INCLUSIONS

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One two-hour appointment to get to know both of you and run through the confirmed wedding details.

Being the point of contact between yourself and your chosen service providers from two weeks prior to your wedding day.

Confirming quotes from all service providers whom you have liaised with and ensuring services rendered and products delivered on the day of your wedding:

- Décor / concept designers
- Stage and lighting specialists
- Entertainment and music
- Chefs and caterers
- Photographers / videographers
- Stationery consultants and designers
- Floral designers

Preparing a comprehensive Final Programme including setup, event, and breakdown timing for your wedding day as well as a bride and grooms personal wedding day schedule.

Drafting an accurate floorplan of each area involved in the festivities and the location of all your furniture and décor.

On the day event management until 00h00 ensuring that the time schedule is adhered to by all service providers.

Arranging post-event feedback to wrap up the function.



PREMIUM

## WEDDING COORDINATION

This wedding package includes the organization of your three-day wedding celebration comprising of the pre-wedding event, wedding day, and post-wedding farewell celebration. This package includes organization of your multi-day celebration to the satisfaction of even the most discerning client. This wedding package is perfectly suited for destination weddings and includes transport and accommodation recommendations.







## PREMIUM WEDDING COORDINATION – PACKAGE INCLUSIONS

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Complete coordination of your multi-day celebration from start to finish.

Weekly 1- hour telephonic or personal meetings to get to know you both and understand your pre-event, post event and wedding preferences.

Detailed minutes will be taken of these meetings and shared with you so that you are completely at ease with the discussed wedding topics and have record of the planning completed to date.

Recommending superior service providers for your consideration within the following categories:

- Décor / concept designers
- Stage and lighting specialists
- Entertainment and music
- Officiants
- Chefs and caterers
- Photographers / videographers
- Stationery consultants and designers
- Floral designers
- Transportation
- Accommodation

Being the point of contact throughout the planning process between yourself and the chosen service providers.

Negotiating and confirming quotes from the chosen service providers as well as liaising the deposits required.

Planning a personal or virtual meeting day including the following appointments:

- Wedding catering tasting
- Wine tasting
- Cake tasting
- Décor mock of one wedding table including your floral design and hired items
- Officiant meeting
- Photography and or videography meeting
- Entertainment and music meeting

Finalizing the quotes prior to the celebratory week according to the confirmed numbers for each occasion.

Drafting an accurate floorplan of each area involved in the festivities and the location of all your furniture and décor.

Preparing a comprehensive Final Programme including setup and breakdown timing for your pre-event, post-event and wedding day.

On the day event management until 00h00 ensuring that the time schedule is adhered to by all service providers.

Arranging post-event feedback to wrap up the function.





## PRIVATE EVENT OR CORPORATE FUNCTION

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30 – 150 GUESTS

This package allows you to enjoy the preparation of your private celebration or corporate function, while leaving the detailed event planning to us. This package includes the management of all third-party service providers, budget planning as well as the execution of the function.





## PRIVATE EVENT OR CORPORATE FUNCTION 30-150 GUESTS – PACKAGE INCLUSIONS

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Complete coordination of your celebration from start to finish.

Weekly 1- hour telephonic or personal meetings to get to you and or your brand and understand your event preferences.

Recommending superior service providers for your consideration within the following categories:

- Décor / concept designers
- Stage and lighting specialists
- Entertainment and music
- Chefs and caterers
- Photographers / videographers
- Stationery consultants and designers
- Floral designers

Being the point of contact throughout the planning process between yourself and the chosen service providers.

Negotiating and confirming quotes from the chosen service providers as well as liaising the deposits required.

Finalizing the quotes prior to the function date according to the confirmed numbers attending the function.

Drafting an accurate floorplan of each area involved in the festivities and the location of all your furniture and décor.

Preparing a comprehensive Final Programme including setup, event, and breakdown timing for your occasion.

On -the-day event management until 00h00 ensuring that the time schedule is adhered to by all service providers.

Arranging post-event feedback to wrap up the function.



To enquire about our coordination fees, please see the below contact details.

Please include the coordination package you feel would best suit your requirements within your enquiry.

We look forward to assisting you with your planning process!

INFO@WARRENSTONEWEDINGS.COM  
+27 (0) 76 691 1134

