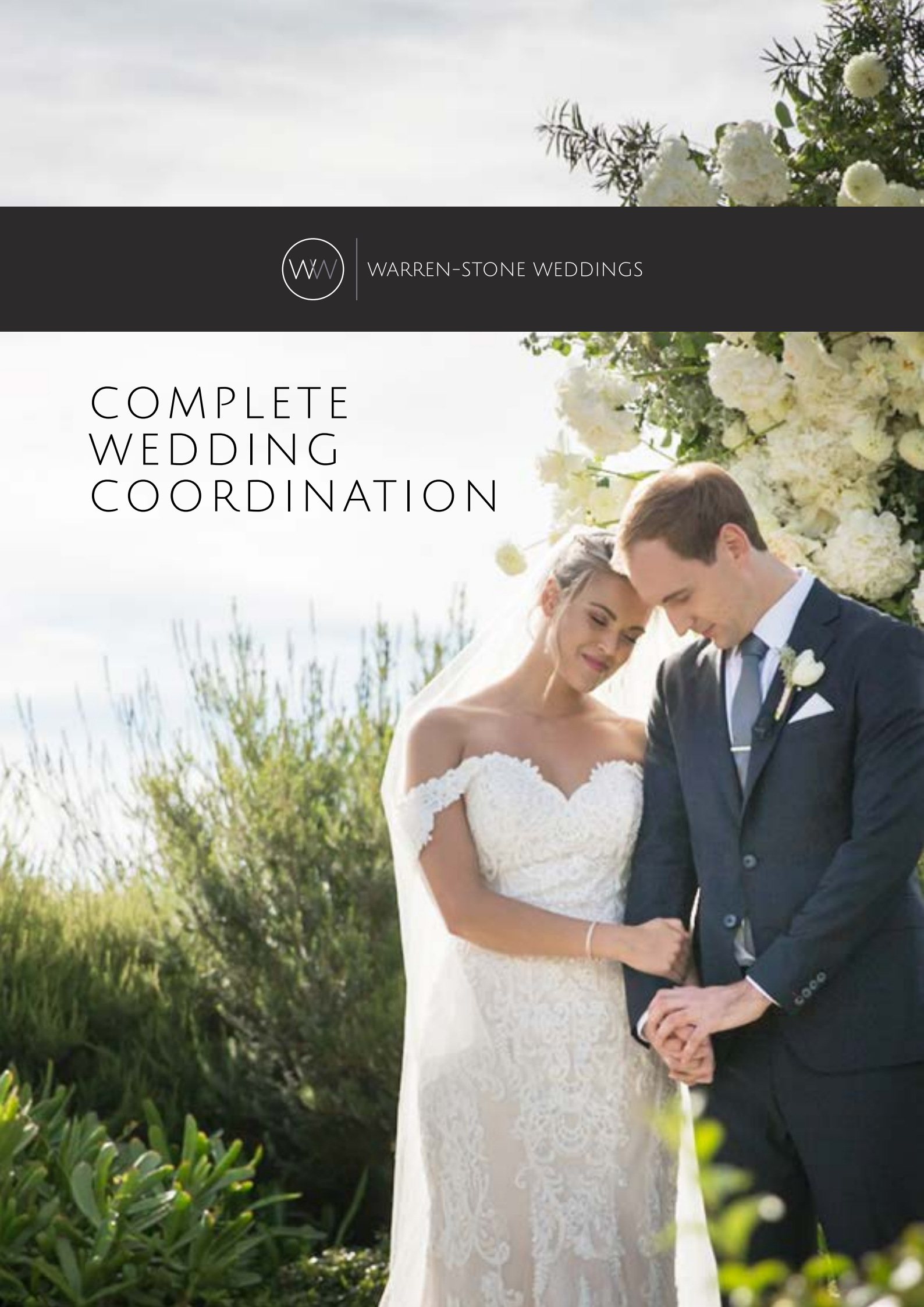




WARREN-STONE WEDDINGS

COMPLETE WEDDING COORDINATION



THIS COMPLETE WEDDING COORDINATION PACKAGE INCLUDES THE PLANNING OF A ONE-DAY CELEBRATION AND ALLOWS YOU TO ENJOY THE EXCITEMENT INVOLVED WITH THE PREPARATION OF YOUR SPECIAL DAY WHILE LEAVING THE DETAILED EVENT PLANNING TO US.



PACKAGE INCLUSIONS:



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 of these meetings will be taken and shared with you so that you have a 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
- Chefs and caterers
- Photographers / videographers
- Stationery consultants and designers (On the day stationery such as menus, seating chart etc.)
- 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.



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



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



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



Preparing a comprehensive Final Programme including your event timeline as well as a bride and groom's 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.



Contact us for more information

