



A L I C E   M A R Y   E V E N T S

## DESCRIPTION OF BRIDAL SERVICES

### ***Level 1: Wedding Month Package***

- Complimentary initial consultation to discuss the size and style of the wedding and what services are required.
- Three face-to-face consultation appointments to discuss all aspects of the wedding at anytime during the planning process.
- Unlimited consultation via telephone and email which begins from the date our services are retained and continues throughout the wedding planning process up to your wedding day.
- Confirmation of the arrangements with the ceremony and reception venues and all other vendors during the month before the wedding day.
- Preparation of a schedule/timeline for the wedding day including a list of all vendors and the wedding party with contact details. Distribution of the schedule to all wedding party participants.
- Preparation of a run sheet for the MC with a detailed breakdown of the reception formalities.
- Attendance at the wedding rehearsal.
- Management and coordination of all vendors on the day to make sure that everything is as planned and running according to schedule.
- Ensure that the ceremony and reception venues are set up and decorated to the couple's expectations.
- Preparation of the bride and bridesmaids for the processional.
- Coordination of the groom and groomsmen during the ceremony.
- Ensure that the priest/celebrant, ushers, musicians, readers, etc, are aware of their duties and are in attendance.
- Gathering of wedding party and family members for photos.
- Liaison with the MC, venue, musicians and speakers for the reception.
- Finalisation of payments to vendors on the day.
- Supply of essential emergency wedding day kit (band-aids, tissues, hair pins, hair spray, shoe polish, sewing kit, etc).
- Wedding Planner services are complete at the time dinner is served (or an equivalent time). Additional hours can be purchased after this time for an additional \$100 per hour.
- We are your personal assistants on the day to address any of your concerns and deal with any challenges that may occur during the day.
- **\*\*Most importantly\*\*** - Responsibility for ensuring that the couple are relaxed and enjoying their special day.

A 25% deposit is required upon signing our service agreement to secure your booking. The following 75% is due a fortnight before the wedding date.

## ***Level 2: Wedding Month & Styling Package***

- Complimentary initial consultation to discuss the size and style of the wedding and what services are required.
- Three face-to-face consultation appointments to discuss all aspects of the wedding at anytime during the planning process.
- Unlimited consultation via telephone and email which begins from the date our services are retained and continues throughout the wedding planning process up to your wedding day.
- Assistance with establishing a unique style/theme for your event.
- The sourcing of all quotes and liaison with all suppliers on your behalf for the styling elements of the wedding. This includes lighting, flowers, cake, bomboniere, hire equipment, decorations and table settings. It does not include selection of ceremony and reception venues or the planning of the photography, videography, hair & make-up, bridal wear, men's attire, vehicles, music, accommodation, stationery/invitations, wedding officiant, catering or jewellery.
- Organisation of meetings with suppliers and full planning of all the styling elements as listed above.
- Confirmation of the arrangements with the ceremony and reception venues and all other vendors during the month before the wedding day.
- Preparation of a schedule/timeline for the wedding day including a list of all vendors and the wedding party with contact details. Distribution of the schedule to all wedding party participants.
- Preparation of a run sheet for the MC with a detailed breakdown of the reception formalities.
- Attendance at the wedding rehearsal.
- Management and coordination of all vendors on the day to make sure that everything is as planned and running according to schedule.
- Ensure that the ceremony and reception venues are set up and decorated to the couple's expectations.
- Preparation of the bride and bridesmaids for the processional.
- Coordination of the groom and groomsmen during the ceremony.
- Ensure that the priest/celebrant, ushers, musicians, readers, etc, are aware of their duties and are in attendance.
- Gathering of wedding party and family members for photos.
- Liaison with the MC, venue, musicians and speakers for the reception.
- Finalisation of payments to vendors on the day.
- Supply of essential emergency wedding day kit (band-aids, tissues, hair pins, hair spray, shoe polish, sewing kit, etc).
- Wedding Planner services are complete at the time dinner is served (or an equivalent time). Additional hours can be purchased after this time for an additional \$100 per hour.
- We are your personal assistants on the day to address any of your concerns and deal with any challenges that may occur during the day.
- **\*\*Most importantly\*\*** - Responsibility for ensuring that the couple are relaxed and enjoying their special day.

A 25% deposit is required upon signing our service agreement to secure your booking. A 50% progress payment will be required at the halfway mark with the final 25% required one week before the wedding date.

### ***Level 3: Premium Full Service Wedding Package***

- Complimentary initial consultation to discuss the size and style of the wedding and what services are required.
- Assistance with establishing a unique style/theme for your event.
- Unlimited face-to-face consultation appointments to discuss all aspects of the wedding at anytime during the planning process.
- Unlimited consultation via telephone and email which begins from the date our services are retained and continues throughout the wedding planning process up to your wedding day.
- The sourcing of all quotes and liaison with all suppliers on your behalf.
- Organisation of meetings with suppliers and venues to see what is available to you.
- After you decide on your venues Alice Mary Events will organise the photographer, florist, vehicles, wedding cake, invitations, music arrangements and all the little things that go together to make your day complete.
- The gathering of quotes and negotiating prices that reflect your needs for the various elements of your wedding.
- Coordination and management of contracts, bookings and deposits for venues and suppliers.
- Alice Mary Events will be the main point of contact for all your suppliers and venues to help avoid stress and confusion.
- The research of accommodations for out of town guests.
- Preparation of a schedule/timeline for the wedding day including a list of all vendors and the wedding party with contact details. Distribution of the schedule to all wedding party participants.
- Preparation of a run sheet for the MC with a detailed breakdown of the reception formalities.
- Assistance with guests' RSVP management including floor plan and seating arrangements.
- Attendance at the wedding rehearsal.
- Management and coordination of all vendors on the day to make sure that everything is as planned and running according to schedule.
- Ensure that the ceremony and reception venues are set up and decorated to the couple's expectations.
- Preparation of the bride and bridesmaids for the processional.
- Coordination of the groom and groomsmen during the ceremony.
- Ensure that the priest/celebrant, ushers, musicians, readers, etc, are aware of their duties and are in attendance.
- Gathering of wedding party and family members for photos.
- Liaison with the MC, venue, musicians and speakers for the reception.
- Finalisation of payments to vendors on the day.
- Supply of essential emergency wedding day kit (band-aids, tissues, hair pins, hair spray, shoe polish, sewing kit, etc).
- Wedding Planner services are complete at the time dinner is served (or an equivalent time). Additional hours can be purchased after this time for an additional \$100 per hour.
- We are your personal assistants on the day to address any of your concerns and deal with any challenges that may occur during the day.
- **\*\*Most importantly\*\*** - Responsibility for ensuring that the couple are relaxed and enjoying their special day.

A 25% deposit is required upon signing our service agreement to secure your booking. A 50% progress payment will be required at the halfway mark with the final 25% required one week before the wedding date.