



For Brides on a Budget!

Wedding Day Coordination

Say 'I-do' to a stress free day with Red Velvet Events

Red Velvet Events will coordinate your entire wedding day leaving you with nothing to do but enjoy the experience.

This extensive services is only \$675.00!!!!

What this package includes :

4-6 Weeks before the wedding

- Your Wedding Planner will create your detailed Wedding Schedule and Itinerary
- Provide you with checklists and advice on any components you may have missed.
- Confirming arrangements with vendors and suppliers

2 weeks before the wedding

- Provide the vendors and suppliers with instructions and itineraries for the wedding day

1 week before the wedding

- Finalise arrangements with:
 - Venues
 - Vendors and suppliers
 - Officiants
 - Bridal party
- Ensure all payments have been paid and contracts finalised

Day of the Wedding

- Attend to the Bridal Party as required
- Help with set up of reception, and ensure it is complete as planned – the planners will finish just as your guests are arriving for pre-dinner drinks!
- Coordinate vendors on wedding day to ensure delivery, arrival and set up on time
- Oversee the setup of the ceremony & reception venue
- Coordinate and oversee receiving of guests at the ceremony
- Assemble bridal party for the processional and recessional
- Manage legal wedding requirements
- Collect marriage certificate, guest book, candles, programs and anything left behind after the ceremony

www.redvelvetevents.com.au

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