



The Essential Experience

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 service covers:

4-6 Weeks before the wedding

- Meeting with our Event Coordinators to establish the vision for your day and to create a detailed Wedding Schedule
- 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

1 day before the wedding

- Attend and direct the rehearsal
- Provide the bridal party with instructions and itineraries

Day of the Wedding (Prior to Ceremony)

- Attend to the Bridal Party as required

www.redvelvetevents.com.au

Sarah Smith 0418 164 227 Holly Robert 0412 210 665

PO Box 2035, Churchlands WA 6018

info@redvelvetevents.com.au

CONTACT US NOW FOR A FREE CONSULTATION



Day of the Wedding (Ceremony & After)

- Coordinate vendors on wedding day to ensure delivery, arrival and set up on time
- Oversee the design and setup of the 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
- Attend photo-taking after ceremony and coordinate with photographer if required

Day of the Wedding (Reception)

- Oversee the design and setup of the event
- Oversee and coordinate with venue staff and vendors/suppliers involved
- Coordinate and oversee receiving guests at the reception
- Assist in the pack up of the reception including table centerpieces
- Collect all wedding gifts and cash received at reception and pack into your car at the end of the night.

Package Price: \$1650.00

Red Velvet Events will ensure there is a backup Wedding Coordinator on standby in case of an emergency and provide supervision, guidance, support and assistance on the day including use of the 'Red Velvet Events Wedding Day Emergency Kit'

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