

# Red Velvet

## E V E N T S

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## The Tailored Experience

### A Selection of Wedding Day Service

*Red Velvet Events allows you to choose a selection of our services.*

*This will suit couples who would like to take care of certain aspects of the planning themselves and have professionals do the rest.*

**Please check off the items you would like Red Velvet Events to coordinate for you and we will prepare a quote to outline the cost.**

- Coordination of Engagement Party
- Design and/or mailing of invitations
- Tracking RSVPs
- Design and/or mailing of thank you cards
- Coordinate Vendor bookings, contracts and payments
- Attendance at Vendor appointments
- Develop Wedding Day schedule
- Set up and assist with decoration at the ceremony
- Setup and assist with decoration at the reception
- Reception photography – includes setup of photos on our website for your guests to view
- Ceremony direction only
- Reception direction only
- Organisation of the rehearsal dinner
- Attendance at the ceremony rehearsal (up to 2 hours)
- Honeymoon planning
- Develop the Wedding Budget
- Manage the budget, contracts and payments
- Hens/Bucks night party planning
- Organise accommodation and activities for out of town guests

#### Additional Services Include:

- Engagement Party Planning
- Wedding Stationery Design
- Wedding Reception Photography
- Mobile Crèche Services
- Hens/Bucks Party Planning
- Honeymoon Planning

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[www.redvelvetevents.com.au](http://www.redvelvetevents.com.au)

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**CONTACT US NOW FOR A FREE CONSULTATION**