



The Ultimate Experience

Complete Wedding Design & Coordination

Be caught up in the excitement of your wedding without the stress of organising it!

'The Ultimate Experience' is perfect for the busy couple who want to relax and allow Red Velvet Events to coordinate the perfect day from start to finish, ensuring your ideas and dreams become a reality.

The extensive service covers:

Consultation and Scheduling

- Determine the style and vision of the wedding
- Discuss the wedding budget and priorities of the couple
- Discuss potential vendors
- Regular face to face consultation throughout the planning process
- Consultation with the bridal party
- Preparation of wedding schedules and checklists
- Prepare and provide instructions and itineraries to bridal party and vendors
- Oversee the booking of wedding night accommodation and honeymoon
- Attendance at the wedding rehearsal

Design and Theme

- Work with the couple to develop a theme for the wedding
- Assist the couple in incorporating the theme into all aspects of the wedding including:
 - Ceremony and Reception Venue
 - Décor Elements
 - Music/Entertainment
 - Food and Bonbonniere
 - Wedding Stationery
 - Wedding Attire and Accessories

Vendors/Suppliers

- Source vendors and match to couples in relation to budget and personality
- Negotiate the right price for their services and manage contract
- Accompany couple to all vendor appointments
- Manage any vendor related issues
- Coordinate vendors on wedding day to ensure delivery, arrival and set up on time

www.redvelvetevents.com.au

Sarah Smith 0418 164 227 **Holly Robert** 0412 210 665

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Red Velvet EVENTS

Budget

- Setting realistic and details budget outlines
- Assist client in determining budget priorities
- Manage contracts, deposits and budget allocations
- Keep couple aware of all payments due
- Ensure the couple stay within budget
- Revise budget regularly and keep couple informed

Wedding Stationery

- Develop the design and appropriate etiquette for wedding stationery in consultation with the couple
- Manage the mailing of invitations and RSVPs
- Coordinate delivery of Thank You cards

Ceremony

- Finding and booking the perfect ceremony venue and officiant
- Attending and directing the rehearsal
- Oversee the design and setup of the venue
- Greet guests at the ceremony
- Assemble bridal party for the processional and recessional.
- Manage legal wedding requirements

Reception

- Finding and booking the perfect reception venue
- Coordination of transport for the bridal party
- Oversee the design and setup of the event
- Assist in developing the seating plan
- Oversee and coordinate with venue manager, caterers, musicians, DG, cake designer, photographer, florist and other vendors
- Greet guests at the reception
- Organise the grand entrance
- Prepare final payments to all reception vendors/suppliers
- Assist in the set up and pack up of the reception including table centerpieces.
- Collect all wedding gifts and cash received at reception and pack into your car before your departure
- Coordinate dry cleaning of wedding dress

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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