



The Unique Experience

Destination Wedding Coordination

If the thought of running off to marry on a tropical island, in an ancient castle or near an exotic temple sets your heart racing, Red Velvet Events can smooth out the complications and provide you with a once in a lifetime experience.

A destination wedding is a unique experience and wonderful adventure, not just for the bride and groom, but for everyone involved. When you combine the allure of travel, a remarkable location, and an extraordinary cause for celebration, the mix is rich with meaning, memories, and opportunities for bonding.

This extensive service covers:

Travel & Accommodation

- Assist client in finding the perfect location
- Coordinate all of the couples travel and accommodation details
- Organising recreational activities and itineraries for bride, groom and guests
- Provide information on passports, visas and inoculations
- Take care of all legalities of overseas or interstate wedding
- Liaising with local authorities for permits if required
- Provision of two Wedding Coordinators to attend to all of your needs

Consultation and Scheduling

- Finding the perfect location
- Determine the style and vision of the wedding
- Discuss the wedding budget and priorities of the couple
- Advise of catering options and menu/beverage choices
- 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

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

Vendors/Suppliers

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

www.redvelvetevents.com.au

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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

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

Ceremony

- 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.
- Provide supervision, guidance, support and assistance on the day including use of the 'Red Velvet Events Wedding Day Emergency Kit'

Reception

- 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 and other vendors
- Greet guests at the reception
- Organise the grand entrance
- Assist in the set up and pack up of the reception including table centerpieces.
- Collect all wedding gifts and cash received at reception and deliver to pre-determined location
- Organise for cleaning of wedding day attire for bride and groom.
- Provide supervision, guidance, support and assistance on the day including use of the 'Red Velvet Events Wedding Day Emergency Kit'
- Red Velvet Events will be the first one at your reception and the last ones to leave!

Ask about our alternative destination packages:

- **The Elope Package** - perfect for just the two of you, for couples who don't want the stress of a traditional wedding.
- **The Intimate Package** - Ideal for couples wishing to have a small and intimate ceremony shared with their closest friends and relatives, perfect for small groups up to 20.

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