



# Comprehensive Wedding Planning Package

We provide this service for those who have the planning process under control but needs some assistance and guidance throughout the wedding planning process.

At Sonia Fourie Creations, we believe that the wedding planning process should not be a nightmare with unnecessary stress. So let us assist you with vendor introductions, ongoing liaising on your behalf, planning the finer styling details, implementing it on the big day as well as coordinating the day to ensure that your wedding day is as magical as you dreamt.

We offer our Wedding Planning Assist Packages in the Garden Route between Mossel Bay and Knysna.

Allow us to make your wedding day an unforgettable experience!

The “Wedding Planning Assist Package” includes the following services:

## WEDDING PLANNING CONSULTATION & MEETING

- Planning Progress Meeting
- Discussing all the details for the big day
- Moodboard consultation
- Questionnaire
- Tips and planning advise

## WEDDING PLANNING SOFTWARE

- Wedding planning checklist
- Online Guestlist
- RSVP tracking
- Notes
- Budget Management
- Event Itinerary
- Online Vendor List
- Wedding Website Creator
- Layout & Seating
- Floor Plan Creator for the Wedding Ceremony & Reception
- Seating Chart Setup
- Menu options & dietary requirements

## THE WEDDING BUDGET

We will ensure that you are updated regularly on any budget changes and expenditures as and when suppliers and vendors are confirmed. We also track all of the payments made to suppliers & vendors. We will also set reminders and communicate with you when the next payments are due and how much is outstanding. For your convenience we will negotiate payment terms with suppliers & vendors.

- We will create a budget setup and allocation
- Do monthly payment schedule management and reminders
- Confirm all final payment amounts with suppliers and vendors

## PLANNING & TIME MANAGEMENT

Planning and time management is one of the key elements of wedding planning and for that reason we are very meticulous when it comes to the schedules and bookings. All appointments will be within your schedule to ensure a smooth planning experience. With regular reminders and update we ensure that nothing slips through the cracks, because there are no cracks!

We will:

- Create comprehensive checklists that tracks all tasks and deadlines to ensure a well organised plan throughout.
- Confirm the venue details
- Coordinate staff requirements
- Confirm bar requirements
- Schedule all the meetings with the venue coordinator
- Set up timeline meetings and planning sessions
- Arrange for food tastings
- Finalize the menu
- Procure and manage suppliers
- Confirm and coordinate all on-the-day logistics with suppliers
- Arrange venue viewing for up to 3 venues
- General planning and time management

## DECOR STYLING

Decor styling is the art of integrating the couple's personality into a cohesive concept that incorporates stationary, decor hire, draping, lighting, dancefloor furniture, and flowers for their wedding day.

We will:

- Help you develop a moodboard
- Choose the right colour scheme
- Design the venue layout to your specifications
- Make up to 3 different table designs
- List the exact number of each element needed
- Give supplier/vendor recommendations, matching you with the best supplier/vendor to cater for your needs
- Make flower selection and design recommendations
- Create a lighting design
- Recommend cake designs
- Create a stationary design concept which includes: table numbers, menu, seating chart, welcome board, program and signage.
- Assist with decor selection
- Assist with candle selection
- Handle custom designs

## DECOR SUPPLIER PROCUREMENT AND MANAGEMENT

We will do a supplier/vendor selection proposal for all the elements needed for your special day.

We will procure and compare various quotes from different suppliers/vendors to ensure that you stay within your allocated budget.

We will do the supplier/ vendor proposal which will include the following suppliers/vendors:

- Florist
- Decor companies
- Lighting suppliers
- Wedding cake bakers
- Furniture rental companies

After you have chosen the vendors we will:

- Lease with vendors
- Procure vendor contracts and clarify terms
- Secure and confirm all bookings
- Confirm services/products
- Confirm on the day logistics
- Confirm arrival/delivery time

## A PERSONALISED WEDDING DAY TIMELINE

We will:

Create an Event Timeline & all the schedules required

Manage Setup & Logistics

Create logistics schedules for all independent suppliers to ensure that all suppliers are arranged to arrive at the right times to deliver their services

Send setup schedules to all suppliers and confirm their times and services/products

Ensuring that all suppliers deliver exactly what was contracted by the client

Ensuring setup for ceremony, cocktail, and reception is completed on time

Schedules and logistics that we manage:

- Mc schedule
- Bride & Groom schedule
- Bridal party schedules
- Make-up & Hair schedule
- Decor & Florist schedule
- DJ Schedule with the song list for wedding proceedings
- Speeches & Toasts schedules
- Running of the day schedule
- Photo & Video shot list

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## ON THE DAY WEDDING MANAGEMENT & COORDINATION

We will manage all suppliers which include the venue, photo, video, hair and makeup, DJ, and entertainment throughout the day, regarding timing schedules and any changes.

We will:

- Confirm Vendor Logistics
- Confirm all products and services
- Confirm & Send the timeline to Venue Coordinator
- Coordinate the Ceremony & Reception
- Manage the Wedding Day Schedule
- Manage Delivery, Setup, and logistics of all Wedding Day Vendors
- Stationary set-up
- Photography Coordination of Family photos & group photos

## WRAP IT UP

We will arrange a final consultation to:

Confirm all the final details

Finalize the draft schedules

Communicating with all suppliers, sending schedules, and making changes as required.