



Wedding Day Coordination Package

If you have the planning process under control but don't want the added stress of managing vendors and the wedding day schedule, then we are your solution.

At Sonia Fourie Creations, we believe that your wedding day should be relaxed and you deserve to sit back with a glass of bubbly. Make your wedding day memorable while we handle the logistics.

We will create a personalized timeline for your Wedding day, manage supplier set up and coordinate your wedding day, to ensure that your special day runs smoothly.

We offer our Coordinating packages in the Garden Route between Mossel Bay and Knysna.

Allow us to make your wedding day an unforgettable experience!

The "On the Wedding Day Management" 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

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

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.