



‘On the Day Coordination’

from £395

You’re having a Party...woohooo...the last thing you want to be worrying about is the details! Has the entertainment turned up? Is the food ready? Is the Champagne chilling? It’s your Party, so just relax and enjoy being the perfect hosts while we do the running around!

If you book our ‘On the Day Coordination’ package, we’ll offer you the following:

- An informal meeting (usually 2 weeks before your event) at your venue (if possible) to go through any special requirements or requests.
- Coordination with your suppliers, advising them of their contact for the day and ensuring there are no last minute queries or problems.
- Production of an ‘on the day’ schedule with full contacts details and timings, which once approved by the client, will be circulated to all suppliers.
- Full decoration and set up of the venue including any table plans/ place names, props, table layout or any other requirements.
- Attendance before and throughout the Party/Event, liaising with your suppliers, handling of any issues and offering assistance to your guests.
- Our services as a Master of Ceremonies to make all announcements.



‘Six Week Salvation’

from £865

It’s 6 weeks until your Party (or thereabouts), you’ve booked your suppliers, but now you need to coordinate them all! What time are they arriving? Do they need a power supply? When will they be paid? The success of your event is all in the details...so why not let us take the strain and finalise it all for you!

If you book our ‘Six Week Salvation’ Package, we will offer you the following:

- The opportunity to identify, assist and solve any supplier/budgetary or other concerns – enabling us to put together a final ‘To Do’ list.
- Full contact with ALL your suppliers to coordinate and finalise bookings, highlight any special requirements and sort out any issues.
- The sourcing & confirmation of any last minute bookings or suppliers including party props/decorations, goody bags & guest accommodation.
- Coordination with your venue(s) to confirm supplier requirements, expectations and ‘on the day’ timings.
- A dedicated hotline for queries or emergencies right up until the event.
- Management of guest enquiries and chasing any final RSVP’s (if requested)

PLUS.....

- Everything as included in the ‘On the Day Coordination’ Package...



‘Full Planning & Event Management’

from £1800

As your Personal Event Team, we’ll be there to guide you from the moment you have the idea for a party, until the time you’re reliving the event itself. Tell us your perfect event, and we’ll do everything possible to stage it!

If you book our ‘Full Planning’ Package, we will offer you the following:

- Comprehensive venue research and sourcing with the option for your Event Planner to accompany you on up to 3 venue visits.
- Exhaustive supplier sourcing and management of all bookings.
- Creative direction in terms of event/party themes, catering, table & venue decorations, colour schemes, invitations and goody bags.
- Sourcing and purchasing any themed props, costumes or entertainment.
- Support and management of the budget (if requested)
- Invitation and RSVP coordination (if requested)
- ANYTHING else you need done....

PLUS.....

- Everything as included in the ‘Six Week Salvation’ and ‘On the Day Coordination’ Packages....