



## Weddings

### 'Reception - A Partial Day At Its Finest'

#### Reception Co-ordination and Management Package

You require our assistance to assist you with details of your reception and manage the co-ordination on the day to ensure everything runs seamless.

#### We offer:

- An initial complimentary consultation to establish and discuss your vision, theme and personal style for your wedding day.

#### Our package includes:

- Assistance with your budget preparation and management of your payments.
- Assistance with locating your reception venue (if required).
- Assistance with venue styling, design and décor guidance.
- Assistance with any associated services and details required on the day such as menu and beverage selections, stationery, florist, music, entertainment, cake, transport, security, photography and videography.
- Liaise and confirm all details with your selected suppliers and personal attendance at appointments as needed.
- Personally attend a final meeting with you at your reception venue and discuss final logistics and collect items.
- Prepare a personalised Wedding Day Schedule and Checklist to assist with your wedding day management.
- Attend and oversee wedding rehearsal.
- Wedding Day Event Management - greet your suppliers, oversee the management of your reception venue setup, catering and liaison with DJ and MC.
- Delivery and setup of your wedding day items at reception venue - bomboniere, guest book, guest list, place cards etc.
- Greet your guests and usher them to the reception area.
- Organise your wedding party and arrange your grand entrance at the reception.
- Coordinate the delivery of your wedding gifts.
- Ongoing consultation – provide advice and assistance to you and answer enquiries from your suppliers.

Please note: Travel and accommodation fees may apply if consultations/weddings are held outside of the Western Australian metropolitan area.