

A couple in wedding attire is shown in a garden setting. The bride is standing, wearing a white dress and a wide-brimmed hat, looking down at the groom. The groom is sitting on a green armchair, wearing a blue suit and a patterned vest, looking up at the bride. The background is a lush garden with various plants and trees. The title 'Wedding PLANNER' is overlaid on the image. 'Wedding' is in a gold cursive font, and 'PLANNER' is in a large, bold, black serif font. Below the title, the text 'BY A TOUCH OF BEAUTIFUL' is written in a smaller, black serif font. There are also some decorative line art elements in the corners.

# Wedding PLANNER

BY A TOUCH OF BEAUTIFUL

A TOUCH OF BEAUTIFUL CELEBRATIONS

# Welcome NOTES

CONGRATULATIONS ON THIS SPECIAL OCCASION! THIS IS DEFINITELY ONE OF THE MOST EXCITING TIMES OF YOUR LIFE AS YOU HAVE FOUND SOMEONE SPECIAL TO SHARE YOUR JOURNEY WITH. AS YOU PREPARE FOR YOUR WEDDING DAY, IT'S NATURAL TO FEEL A MIX OF EMOTIONS AND PRESSURES, ESPECIALLY WHEN IT COMES TO ORGANISING THE EVENT.

MANY COUPLES APPROACH ME WITH A LONG LIST OF IDEAS, BUT MORE IMPORTANTLY, THEY HAVE A CLEAR SENSE OF HOW THEY WANT TO FEEL ON THEIR BIG DAY. IT'S ALL ABOUT EXPERIENCING THE BEAUTY AND RAW EMOTION OF THE WEDDING WITH YOUR LOVED ONES WITHOUT THE USUAL STRESS THAT COMES WITH EVENT PLANNING.

REST ASSURED, I AM HERE TO MAKE THAT POSSIBLE FOR YOU. THANK YOU FOR ENTRUSTING ME WITH THE RESPONSIBILITY OF MAKING YOUR BIG DAY A MEMORABLE ONE.

WITH LOVE, MOTLATSO RAMABOE-MSINGA





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# The Wedding PACKAGE

01

## WEDDING PLANNING

10% OF OVERALL BUDGET

FULL WEDDING PLANNING AND ON-THE-DAY COORDINATION

10% OF OVERALL BUDGET

450 + HOURS OF PLANNING

+

(14 HOURS ON THE DAY COORDINATION: 8 AM – 10 PM)

02

## COORDINATION

START FROM R4500

(14 HOURS ON THE DAY COORDINATION: 8 AM – 10 PM)





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- SUPPLIER PROCUREMENT AND MANAGEMENT
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- DESIGN CONCEPT
- DECOR SUPPLIER PROCUREMENT AND MANAGEMENT
- TIMELINE
- COORDINATION 14 HOURS



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# *Meeting &* CONSULTATION

*What to expect:*

- PLANNING PROGRESS MEETING
- DISCUSSING ALL THE DETAILS FOR THE BIG DAY
- MOODBOARD CONSULTATION
- QUESTIONNAIRE
- ADVICE TIPS AND PLANNING "GAME PLAN"
- BUDGET DISCUSSIONS



*Wedding Planner*





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# *Planning* SPREADSHEET

- WEDDING PLANNING CHECKLIST
- GUEST LIST
- RSVP TRACKING
- SUPPLIER LIST
- NOTES
- TIMELINE & SCHEDULES
- BUDGET MANAGEMENT
- PAYMENT SCHEDULES & TRACKING
- LAYOUT & SEATING
- CREATION OF A FLOOR PLAN FOR THE WEDDING RECEPTION
- SEATING CHART SETUP
- MENU OPTIONS & DIETARY REQUIREMENTS
- PHOTOGRAPHY SHOT LIST



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# The BUDGET

ENSURING THAT THE YOU ARE CONSTANTLY UPDATED WITH THE BUDGET CHANGES AND EXPENDITURES AS AND WHEN SUPPLIERS ARE CONFIRMED AND PAYMENTS ARE MADE. KEEPING TRACK OF ALL PAYMENTS MADE TO SUPPLIERS AND REMINDING YOU OF ALL PAYMENTS THAT NEED TO BE MADE. NEGOTIATING PAYMENT TERMS WITH ALL SUPPLIERS, PERHAPS YOU CANNOT PAY THE 50% DEPOSIT AT THE MOMENT, WE CAN NEGOTIATE A SMALLER DEPOSIT AND PAYMENT PLAN ON YOUR BEHALF.

- BUDGET SET-UP & ALLOCATION
- COST CALCULATIONS & FINANCIAL SPREADSHEETS
- MONTHLY PAYMENT SCHEDULE MANAGEMENT & REMINDERS





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# Supplier procurement & MANAGEMENT

AS WEDDING PLANNERS, WE BECOME THE EXPERT THAT CAN EVALUATE AND COMPARE VENUES AND VENDORS FOR YOU TO ENSURE YOU MAKE AN INFORMED DECISION ABOUT WHICH VENUE OR VENDOR TO CHOOSE, ALSO ENSURING YOU HAVE CHOSEN THE BEST POSSIBLE SUPPLIERS FOR YOUR WEDDING.

- VENDOR/VENUE SELECTION PROPOSAL
- PACKAGE & DATE REQUEST
- EVALUATION & COMPARISON OF DIFFERENT VENDORS/VENUES, WITH DETAILS AND SPECIFICATIONS, PRICES, PROS & CONS, ETC. VENUES, CATERERS, PHOTOGRAPHER, VIDEOGRAPHER, DJ, LIVE MUSICIANS, CAKE, LIVE ENTERTAINMENT, MAKE-UP ARTIST, HAIRSTYLISTS, STATIONARY, OFFICIANT
- LEASING WITH VENDORS
- MANAGING ADMIN; RELATED TO VENDORS: EMAILS, PHONE CALLS, ETC.
- VENDOR CONTRACTS AND UNDERSTANDING
- SECUREMENT & CONFIRMATION OF BOOKING
- CONFIRM SERVICE AND/OR PRODUCTS
- CONFIRM ON THE DAY LOGISTICS
- CONFIRM ARRIVAL TIME/DELIVERY



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# *Timeline* CREATION OF EVENT TIMELINE & ALL SCHEDULES REQUIRED

## SETUP MANAGEMENT AND LOGISTICS

CREATING/ PROPOSING LOGISTICS SCHEDULES FOR ALL SUPPLIERS TO ENSURE ALL SUPPLIERS WHO ARE INDEPENDENT ARE ARRANGED TO ARRIVE ON TIME TO DELIVER THEIR SERVICES ENSURING ALL SUPPLIERS RECEIVE SETUP SCHEDULE AND CONFIRM THEIR TIMES AND SERVICES/PRODUCTS

TAKING INTO CONSIDERATION THE AMOUNT OF TIME EACH TASK WILL TAKE AND ENSURING THAT THERE IS ENOUGH STAFF TO COMPLETE THE TASK ON TIME.

ENSURING THAT ALL SUPPLIERS DELIVER EXACTLY WHAT SERVICE/ PRODUCT THAT WAS CONTRACTED BY THE CLIENT

ENSURING SETUP FOR CEREMONY, COCKTAIL, AND RECEPTION IS COMPLETED ON TIME

- MC SCHEDULE
- BRIDE & GROOM SCHEDULE
- BRIDAL PARTY SCHEDULES
- MAKE-UP & HAIR SCHEDULE
- DECOR & FLORIST SCHEDULE
- DJ SCHEDULE WITH THE SONG LIST
- FOR WEDDING PROCEEDINGS
- FOODSERVICE SCHEDULE
- SPEECHES & TOASTS SCHEDULES
- OFFICIANT/PRIEST/PASTOR SCHEDULE
- VENUE SCHEDULES
- RUNNING OF THE DAY SCHEDULE FOR CEREMONY, PRE-DRINKS & RECEPTION
- PHOTO AND VIDEO SHOT LIST





# Planning & Time MANAGEMENT



DESIGNING A PLANNING SCHEDULE THAT HAS ALL MEETINGS, TASTINGS, FITTINGS, DEADLINES, PAYMENTS FOR ALL SUPPLIERS, AND BRIDAL PARTIES, AND KEEPING CLIENTS UP TO DATE UNTIL THE WEDDING DATE. THIS SCHEDULE IS CONSTANTLY UPDATED AND CHANGES ACCORDING TO THE CLIENT'S DIARY. YOUR WEDDING PLANNER WILL SEND CONSTANT REMINDERS AND UPDATES OF THE SCHEDULE TO ENSURE ALL PLANNING ACTIVITIES ARE DONE TIMEOUSLY BEFORE THE BIG DAY.

- CONFIRM DETAILS THE VENUE NEEDS
- CONFIRMING STAFF REQUIREMENTS
- CONFIRMING BAR REQUIREMENTS (IF APPLICABLE)
- ARRANGING ALL MEETINGS WITH THE VENUE COORDINATOR
- ASSISTING WITH THE DESIGNING OF THE MENU
- ARRANGING FOOD TASTINGS
- CONFIRM THE FINAL MENU
- CONFIRM ON THE DAY LOGISTICS
- VENUE SEARCH AND EVALUATION:
- SUPPLIER PROCUREMENT AND MANAGEMENT:
- VENUE: VENUE VIEWINGS FOR UP TO 3 VENUES
- GENERAL LOGISTICS RELATING TO THE DESIGN





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# *Design* CONCEPT

DÉCOR STYLING IS THE SERVICE OF TAKING A COUPLE'S PERSONALITY AND TRANSLATING IT INTO A COHESIVE CONCEPT THAT INCORPORATES STATIONERY, DÉCOR HIRE, DRAPING, LIGHTING, DANCE FLOOR FURNITURE, AND FLOWERS FOR THEIR WEDDING.

- DEVELOPING YOUR MOOD BOARD - PDF FORMAT
- COLOUR SCHEME
- VENUE LAYOUT
- SUGGESTING SPECIFIC AREAS FOR EACH OF THE PROCEEDINGS FLOORPLAN LAYOUTS
- UP TO 3 DIFFERENT TABLE DESIGNS
- EXACT NUMBERS OF EACH DECOR ELEMENT NEEDED
- SUPPLIER RECOMMENDATION, MATCHING SUPPLIERS THAT ARE BEST SUITED TO THE CLIENT'S NEEDS
- FLOWER SELECTIONS RECOMMENDATIONS
- LIGHTING DESIGN
- CAKE DESIGN
- FLORAL DESIGN: CEREMONY, RECEPTION & COCKTAIL HOUR
- STATIONERY DESIGN CONCEPT: TABLE NUMBERS, MENU, SEATING CHART, WELCOME BOARDS, PROGRAMS, SIGNAGE
- DECOR SELECTIONS
- CANDLE SELECTIONS
- FURNITURE DESIGN
- CUSTOM DESIGNS

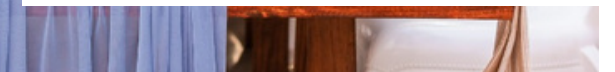




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# *Decor Supplier* PROCUREMENT & MANAGEMENT

- VENDOR SELECTION PROPOSAL
- FLORIST
- DECOR COMPANIES
- LIGHTING SUPPLIERS
- WEDDING CAKE BAKERS
- STATIONERY DESIGNERS
- CANDLE MANUFACTURERS
- FURNITURE RENTAL COMPANIES
- QUOTATION REQUEST
- LEASING WITH VENDORS
- VENDOR CONTRACTS AND UNDERSTANDING
- SECUREMENT & CONFIRMATION OF BOOKING
- MOCK-UP
- ARRANGING CAKE TASTING
- CONFIRM SERVICE AND/OR PRODUCTS
- CONFIRM ON THE DAY LOGISTICS
- CONFIRM ARRIVAL TIME/DELIVERY
- MANAGING ADMIN; RELATED TO VENDORS: EMAILS, PHONE CALLS, ETC.
- EVALUATION & COMPARISON OF DIFFERENT VENDORS WITH DETAILS AND SPECIFICATIONS, PRICES, AND EXACT NUMBERS





# *Coordination 14 Hours &* ON THE DAY WEDDING MANAGEMENT

INCLUDES SET UP MANAGEMENT, DRAFTING, COMMUNICATING, AND CONFIRMING SET UP A SCHEDULE MANAGING ALL SUPPLIERS INCLUDING VENUE, PHOTO, VIDEO, HAIR AND MAKEUP, DJ, AND ENTERTAINMENT THROUGHOUT THE DAY, REGARDING TIMING SCHEDULES AND ANY CHANGES. FOR EXAMPLE, IF THE CEREMONY STARTS AN HOUR LATE, THE KITCHEN NEEDS TO BE INFORMED, AS DOES THE MC, DJ, AND PHOTO AND VIDEO, PERHAPS WE CAN DISCUSS HOW WE CAN CATCH UP ON THE SCHEDULE, OR IN SOME INSTANCES, OVERTIME RATES WILL HAVE TO BE APPROVED AND SIGNED OFF ON

- REVIEW SIGNED CONTRACTS AND CONFIRM VENDOR LOGISTICS
- CONFIRM ALL PRODUCTS AND SERVICES
- CONFIRM & SEND THE TIMELINE TO VENUE COORDINATOR & ALL OTHER VENDORS
- CONFIRM ARRIVAL/ DELIVERY TIME
- LEAD PLANNER AND ASSISTANT WEDDING PLANNER ON-SITE WEDDING DAY
- COORDINATION OF REHEARSAL, CEREMONY & RECEPTION
- MANAGEMENT OF WEDDING DAY SCHEDULE
- ON THE DAY EVENT MANAGEMENT AND OVERSIGHT
- MANAGE DELIVERY, SETUP, AND LOGISTICS OF ALL WEDDING DAY VENDORS
- DELIVERY & SETUP OF ALL PERSONAL ITEMS\*
- STATIONERY SET-UP
- ON THE DAY MC MANAGEMENT
- FOOD SERVICE MANAGEMENT
- BRIDAL PARTY MANAGEMENT
- PHOTOGRAPHY COORDINATION OF FAMILY PHOTOS & GROUP PHOTOS





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# *A final* CONSULTATION

HAND-OVER OF ALL THE FINAL DETAILS

DRAFT SCHEDULES FINALIZATION

LIAISING WITH ALL SUPPLIERS, SENDING ALL SCHEDULES, AND MAKING  
CHANGES WHERE REQUESTED





A soft, romantic background image of a bride and groom holding hands. The bride is on the left, wearing a white lace-trimmed wedding dress and a white wristband. The groom is on the right, wearing a light-colored suit and a watch. Their hands are clasped in the center of the frame. The overall tone is warm and intimate, with a light beige color palette.

*Thank You*

HERE'S TO FOREVER!