

## ◀ Premium Wedding Package ▶

### Inclusions:

- Unlimited face-to-face meetings with your wedding planner
- Unlimited emails and phone calls with your wedding planner
- After you decide on your venue Epic Events will source all venue suppliers including eg. furniture, lighting, catering, beverages, flowers, linen, cutlery, crockery, cake, signage, decorations etc. as required
- Sourcing of all other wedding suppliers such as band/DJ, photographer, videographer, limousines, hair/makeup, stationery, bouquets etc to suit your style
- Source all quotations, manage budgets and payments for suppliers while ensuring the best deal for you
- To avoid stress and confusion, Epic Events will be the main point of contact for all your suppliers and venue.
- Arrangement of accommodation for out of town guests.
- Distribution of pre-wedding timetable to all suppliers to include bump-in and bump-out timing following consultation with venue
- Development of a wedding day schedule from the bride's first appointment till the couple's departure of the wedding venue so you can rest assured knowing all elements are covered.
- Assistance with venue floor plan and seating arrangements (if required).
- Management and coordination of all vendors on the day to ensure the day runs according to schedule.
- Ensure that the ceremony and reception venues are set up and decorated to the couple's expectations.
- Attendance and supervision at ceremony rehearsal (if applicable)
- When the day itself arrives, your wedding planner will be present to ensure every step is executed with attention to detail and efficiency. We will oversee proceedings on the day, time keeping, general coordination, and be the main point contact for suppliers and your guests.
- Attendance and supervision on the wedding day from the ceremony up until first dance (additional hours can be added)
- Your coordinator can also assist with the meet and greet of your guests, handing out of your programs and organising the bridal team to walk down the aisle
- Gathering of wedding party and family members for photos.
- Liaison with the MC, venue, musicians and speakers for the reception.

*This Package can be combined with a Wedding Styling & Decorative Package*

**We are your personal assistants on the day to address any of your concerns and deal with any challenges that may occur during the day. **\*\*Most importantly\*\*** - Responsibility for ensuring that the couple are relaxed and enjoying their special day.**

A 25% deposit is required upon signing our service agreement to secure your booking. A 50% progress payment will be required at the halfway mark with the final 25% required one week before the wedding date.

