

MY DAY

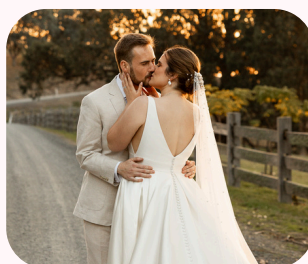
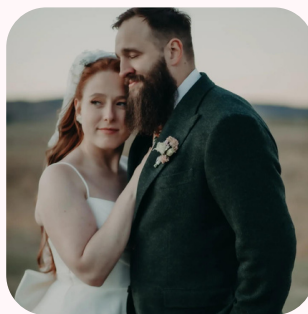
sorted.

packages.

Congratulations on your engagement and a big thank you for downloading my packages document!

Your day can be a huge mix of emotions, but I'm here to help take the burden off your shoulders.

My goal is to be your right-hand man, your silent bridesmaid, your worker-bee out the back making sure that you're day runs like a dream so you can be the Guests of Honour.



packages.

my day sorted packages range from a minimum of 8 hours onsite with 2 weeks of vendor management and go up from there.

All packages include:

- Advice & comfort
- An experienced Event Manager to run your day for minimum 8 hours (for day-of packages only)
- Event Document templates (includes Timeline Example, Shot List, Pack List) to help organise your Day while planning
- Initial check in meeting on booking to help run through Event Documentation and process
- Communication with all of your vendors minimum 2 weeks prior to your Day. This includes understanding all of their booked requirements and ensuring that you get the best out of them on your Day.
- Set up and/or pack down of your place cards, decor
- Main contact for all of your suppliers on arrival (so you can sit back and be the Guest of Honour - not the host!)
- Coordinate vendor setup of Ceremony and Reception
- Coordinate Bridal Party processional
- Assist photographer by helping arrange guests in family groups for photos
- A go-to for any questions or concerns by any vendors, venue or guests
- Fix-it kit for all of your emergency needs!
- Management of your Wedding Day timeline
- Ensure that any small details aren't missed
- Up to 1 hour travel each way

pearl.

\$300

Documents + Advice

For those who don't know where to start and just need a helping hand:

- Planning Documents template
 - Timeline Example
 - Shot List
 - Pack List
- Two consultation advice meetings

ruby.

\$950

Day-of Coordinator

- Planning documents template
- Shared documents folder
- Wedding Day coordination onsite with Venue and Suppliers (up to 8 hours)
- One meeting for Wedding Day schedule run through
- Communication with vendors during final 2 weeks

emerald.

\$1650

Planning + Day-of Coordinator

- Planning documents template
- Consultation advice meeting on booking
- Venue Site Visit 1-2 weeks prior
- Wedding Day coordination onsite (with Venue and Suppliers) up to 10 hours
- One meeting for Wedding Day schedule run through
- Communication with vendors during final 2 weeks

sapphire.

\$2250

Virtual Planner

- Planning documents template
- Consultation advice meeting
- Access to regular support and advice
- 8-week Event Support
 - Weekly planning meeting
 - Custom Wedding Day schedule
 - Tailored supplier management
 - Personalised advice throughout planning process

diamond.

\$5000

The Full Package

- Planning documents template
- Consultation advice meeting
- Access to regular support and advice
- Up to 2 venue site visits
- 12-week Event Support
 - Weekly planning meeting
 - Custom Wedding Day schedule
 - Tailored supplier management
 - Personalised advice throughout planning process
- Wedding Day full coordination onsite with Venue and Suppliers (unlimited hours)

champagne.

Let's Talk!

Don't see a package that takes your fancy?

Do you like the look of some things but not others?

Let's talk! I am open to all levels of support for your big day.

packages overview.

	pearl.	ruby.	emerald.	sapphire.	diamond.
document templates.	✓		✓	✓	✓
handover meeting.	✓	✓	✓		✓
site visit.			1		2
advice meeting.	1		1	8	10
no. weeks support.		2	4	8	12
timeline management.		✓	✓	✓	✓
vendor comms.		✓	✓	✓	✓
hours onsite. *		8	10		Full Day
price. (starting from) **	\$300	\$950	\$1650	\$2250	\$5000

* onsite hours can be increased for an additional fee

** total cost might also include any additional travel or parking. This will be discussed before booking.



contact me.

Like what you see or have some more questions?

Please get in touch and I'll get back to you as soon as I can.

Olivia xx

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MY DAY

sorted.