



MISST Wedding & Events
Planning

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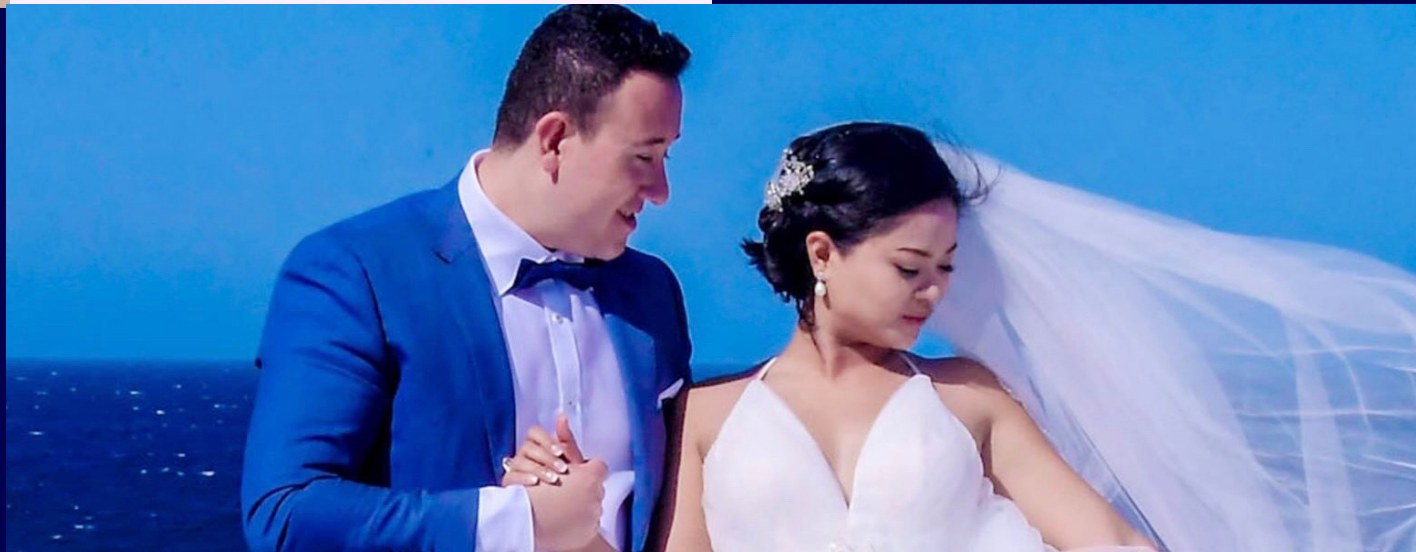
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**PLANNING
DOWN
TO THE "T"**

Bring life to your
Wedding or Event
with focus on all
elements of you.

Bring back
personality and
create a moment
you will always
remember.





"Wow! What a spectacular event! Theresa was so professional and lovely to work with. It was a pleasure to perform and be part of her creation. Good vibes all around!"

- Infinite Dance Company

PARTIAL PLANNING PACKAGE

- > Sourcing of the perfect venue
- > Budget management including deposits and payments on payment schedules
- > Unlimited face to face meetings and support throughout
- > Unlimited consultations by phone and email
- > Sourcing of suppliers
- > Attend walk throughs of selected venues to discuss, design, set up, floor plan etc.
- > Gather quotes and negotiate prices
- > Finalise and secure suppliers and venues
- > Assistance with any menu and cake tasting options
- > Assistance with seating plans and run sheets
- > Full co-ordination with venue, suppliers and any VIP guests

FULL PLANNING PACKAGE

All inclusive package

- > Sourcing of the perfect venue
- > Budget management including deposits and payments on payment schedules
- > Unlimited face to face meetings and support throughout
- > Unlimited consultations by phone and email
- > Sourcing of suppliers
- > Attend walk throughs of selected venues to discuss, design, set up, floor plan etc.
- > Gather quotes and negotiate prices
- > Finalise and secure suppliers and venues
- > Assistance with any menu and cake tasting options
- > Assistance with seating plans and run sheets
- > Full co-ordination with venue, suppliers and any VIP guests
- > Assistance with bridal gowns, suits including fittings and alterations
- > Weekly reviews and tasks that require to be completed
- > Ensure that venue is decorated and set up
- > Seating of guests
- > Ensure that Bride & Groom both ready and on time
- > Brief Suppliers on the day/night
- > Preparations of VIP guests for important moments e.g. Brides maids, Grooms men etc.
- > Advise on wedding traditions and etiquette
- > MC



ON THE DAY COORDINATION PACKAGE

- > Ensure that Bride & Groom both ready and on time
- > Brief Suppliers on the day/night
- > Advise on wedding traditions and etiquette
- > Coordination of Reception & Ceremony
- > Ensure that venue is decorated and set up
- > Seating of guests
- > Preparations of VIP guests for important moments e.g. Brides maids, Grooms men etc.
- > Establish work flow & work orders are in place (timing & schedules)
- > MC

