

# Mansfield Party Hire

## EVENT COORDINATION SERVICES

We want to make your day a little easier

With Our Team Dedicated To You We Offer

3 LEVELS OF CARE

See attached for our packages & FAQ's



# Questions you May Ask

## ON THE DAY WEDDING COORDINATOR

We've all heard of wedding planners right? But many people aren't sure what a coordinator is and how they can help. Wedding Coordinators are the hard working, style conscious, detail oriented, hard lifting, fairy godmothers of the big day.

### WHAT DOES A WEDDING COORDINATOR DO?

A Wedding Coordinator does, and can do, all manner of things! As an overview we manage all your suppliers on the day and ensure everything is delivered as you've planned. We look after the bridal party and we help ensure your granny gets a seat in the front row. We are your eyes and ears to ensure perfection

### WHY WOULD I NEED A WEDDING COORDINATOR

Quite simply so you and your family can enjoy your big day! Your Wedding Coordinator becomes the point of call on the day so you're not trying to explain to the florist how they get into the venue while your makeup artist is trying to perfect your glow. You can relax knowing that everything will be going to plan and if anything does happen someone's there to sort it out.

### HOW DOES IT WORK?

Approximately 2 weeks before the wedding day we will meet you to talk through everything that needs to be managed on the day. Depending on the package you choose we will then work with you to prepare floor plans, final briefing documents, run sheets, contact sheets and anything else to ensure a flawless execution. We will make contact with all the vendors and suppliers to let them know we're the people to call on the day (not you!). Then on the day we're there to ensure it all sparkles.

# Our Packages

## Small

So you have organised EVERYTHING, Venue Selected, catering sorted, florist is booked, event hire booked in, printing and stationary..... all your ducks are in a row. But you would rather not be having to worry on the day.

or If you feel like your not quite as organised as you like, but don't feel you need hand holding for the entire day, this could be the package for you.

5 Hours On the day  
1 Preparation meeting  
unlimited email correspondence  
1 Event Coordinator

This package can be customised to your needs of the day, we work with your requirements. You can give us a list of things to do. We will also include prep time with you to meet up and discuss your plans and visions for the day, all for us to take the stress away on the day for you and your family.

\$985.00

# Our Packages

## Medium

More comprehensive than our small package. You have booked all of your vendors and need a little help keeping track of them. Expect more preparation meetings prior to your wedding to discuss your plans and set up. We will take care of following up with your vendors, confirming every booking 2 weeks prior to your big day. We will work with you, to determine the best way to structure your formalities, as well as write up your run sheet for you and distribute it to your vendors. We will also come along and help you with your rehearsal. Assist with your final Venue Set ups on the day, liaise with vendors as they arrive on the day. And even make sure the champagne is poured for the Bridal party.

- 8 Hours On the day
- 2 Preparation meeting
- unlimited email correspondence
- Run sheet & Contacts List Preparation
- Vendor Confirmation
- Rehearsal Coordination
- 1 Event Coordinator

This is the most popular package, we offer a little more love and hugs to help you get through your day without any stress.

Additional assistant is at an additional cost of \$400.00

\$1595.00

# Our Packages

## Large

More comprehensive than our small and medium packages, this package suits a larger Wedding or Event. You may need a little help locking in your vendors and get you heading on the right track early on. We can help you here and then once You have booked all of your vendors and need a little help keeping track of them. We start working on your wedding about 2 months out to discuss your plans for set up. We will take care of following up with your vendors, confirming every booking 2 weeks prior to your big day. We will work with you, to determine the best way to structure your formalities, as well as write up your run sheet for you and distribute it to your vendors. We will also come along and help you with your rehearsal and we offer 3 hours on the day before to assist with your set up. On the day we will Assist with your final Venue Set ups, liaise with vendors as they arrive and even make sure the champagne is poured for the Bridal party, we will ensure that your grandparents get a seat and assist with guests arrival to your ceremony.

- 10 Hours On the day
- 3 hours on Day before
- 2 Preparation meeting
- unlimited email correspondence
- Site Visit of Ceremony & Reception Location
- Run sheet & Contacts List Preparation
- Floor Plan Preparation Assistance
- Vendor Confirmation
- Rehearsal Coordination
- 1 Event Coordinator

This is a very extensive package, where we offer loads more love and hugs to help you get through your day without any stress.

Additional assistant is at an extra cost of \$400.00 for on the day and \$200 for the day before, this is recommended when you have a large wedding.

\$2185.00