



QUIETLY YOURS

*EVENT AND WEDDING
PLANNER*

Day Of Coordination

Day of Coordination

6 – 12 hours on day coordination

Unlimited communication – email, phone, message

Anytime you have a thought, question or need someone to de stress, we will be there for you.

Pre day meet up

We will meet up to go through your vision and schedule for the day

Attend + manage rehearsal

Attend the rehearsal, and help the bridal party to make sure the wedding day will seamlessly flow

Detailed timeline

Create a detailed timeline to send through to all parties involved (Vendors. Bridal party, Venue etc)

Timeline management

We will gently guide you through the day to stay on schedule

Communicate with vendors

We will take over the communications from the vendors leading up to the big day and on the day

The go-to person

We will make sure you're not being bothered by questions on your day, we will make it a stress-free day.

Decor Setup Overview

We will overview your styling set up as envisioned

Emergency wedding kit

We will have everything for the 'just in case' moments

-Price starts from \$510-

Full Planning Package

Unlimited communication – email, phone, message

Anytime you have a thought, question or need someone to de-stress, we will be there for you

Research of vendors

We will do all the running around and contacting of vendors and give you clear options that are best suited to your vision and budget

Contract Overview

We will go over your vendors contract so there aren't any nasty surprises

Budget Management

We will make sure you stay within your budget, so you don't blow your honeymoon funds

Organise accommodation and transportation

Organise accommodation and transport for bridal party, family, out of town family and friends

Detailed timeline

Create a detailed timeline to send through to all parties involved (Vendors, Bridal party, Venue etc)

Communicate with vendors

Take over the communications from the vendors leading up to the wedding/event

Help with vendors with their questions on the day

Attend venue/s with you or on your behalf

We can attend venues of interest with you or do a virtual tour, ask any questions you may not have thought about

Seating, Floor & Venue layout support

We will help you create a perfect seating plan and make sure the layout works for the venue

Pre day meet up

We will meet up to go through your vision for the day

Attend + manage rehearsal

Attend the rehearsal and help the bridal party to make sure the wedding day will seamlessly flow

Day of coordination

6-12 hours on day coordination

Timeline management

Gently guide you through the day to stay on schedule

The go-to person

We will make sure you're not being bothered by questions on your day, we will make it a stress-free day

Set up of venue and DIY decor

Organise the setting up of the venue to your vision

Making sure vendors are on time of their allocated time

Emergency wedding day kit

We will have everything for just in case moments

-Please enquire for a personalised quote-

Document package

-We will write up your documents for you-

Unlimited communication – email, phone, message

Anytime you have a burning question, we will be there for you.

Research of vendors

We will do all the researching and contacting vendors and give you clear options that are best suited to your vision and budget

Detailed timeline

Create a detailed timeline to send through to all parties involved (Vendors, Bridal party, Venue etc)

Seating, Floor & Venue layout support

We will help you create a perfect seating plan and make sure the layout works for the venue

-Please enquire for a personalised quote-

Customised Event Packages

Get in touch for our event planning services and receive a fully customised plan tailored to your needs, including specialised customised packages for wedding planning.

Make Your Event Extra Unforgettable

DIY Set up

We will set up your venue decorations, table decor and ceremony layout

Pack up

We will pack up your venue decorations, table decor and ceremony layout

Detailed Timeline

We will create a detailed timeline to send through to all vendors and bridal party.

DIY Decor and Design styling

We can help in creating unique and personalised decor for your event. From floral arrangements to lighting design, our team will ensure that every detail is tailored to your specific style and preferences.

Transportation

We can arrange transportation for the wedding party, guests or the entire group.

Attend Venue site

We will attend the site venue either with you or on your behalf to see if it's the perfect fit for you.

Accommodation

We will research, book accommodation for anyone that needs it. If you would like the honeymoon suit or need to make sure family and friends have somewhere to sleep, we will find the perfect place.

Food Organisation

Help you with your menu for your event to make sure you will not only get delicious food but best suited to dietary requirements.

Entertainment and Activities

We can help you create a memorable and engaging experience for your guests with our entertainment and activity options. From live music to photo booths, we will organise all you need to keep your guests entertained.