



VIP HOSTING  
LUXURY EVENT DESIGN

## WEDDING PLANNING PACKAGES

Congratulations on your upcoming wedding!

At VIP Hosting, we specialize in organizing elegant, sophisticated timeless weddings. We offer a full range of wedding services with a personal touch, so that you can relax and truly enjoy your day!

Depending on your wishes and in accordance with your budget, we can provide several levels of service.

## FULL PLANNING PACKAGE

With the Full Planning Service, we will be there with you from your first consultation to make sure that your wedding day is all you have always envisioned. A coordinator will be assigned to you and would therefore work together with you together with our team working behind the scenes to execute the wedding day of your dreams. The word “overwhelmed” will no longer exist for you ensuring that you have a flawless wedding day.

This all comprehensive packages includes:

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- Untrammelled face to face meetings with your Wedding Coordinator as needed
- Untrammelled e-mails and phone calls with your Wedding Coordinator as needed
- Wedding conceptualizing and Design
- Venue selection, evaluation and recommendations
- Service provider recommendations, Comparisons and Management
- Budget Planning and Supervision
- Budget optimization, negotiations and management
- Detailed costing to keep track of the wedding budget (and updates as changes occur)
- Pre-Wedding Schedule compilation and management
- Development of a Wedding Day Schedule and distribution to all participants and suppliers
- Wedding Day timelines and schedule compilation.
- Wedding day setup schedule
- Breakdown Schedule
- Working with all service providers on the design of the wedding, insuring cohesive results.
- Floor plan and Seating Arrangement
- Ensure gifts are taken by the allocated person or sent to hotel room
- Coordination and management of contracts, bookings for venues and suppliers
- Handling of last minute collections, orders and changes
- Attendance and the supervision of the Wedding Rehearsal
- Wedding etiquette advice
- Advice and Emotional Support throughout the wedding planning

## PARTIAL PLANNING PACKAGE

So, you have your venue booked, and maybe even your photographer and catering, but you know you need help to get to the “finish line” which is your wedding day? Then the Partial Planning Package is for you! With the Partial Planning Package, we help complete the planning process, source last minute suppliers, develop a Wedding Day Schedule and execute the details on the day ultimately helping you to stay organized and stress free from the moment we come on board.

**Cost:** The committal fee charge for partial planning is determined by how far you are into your wedding planning. We would like to know what you have covered as far as your wedding planning is concerned so that we may quote you accordingly. Please come and see us for a consultation so that we may be able to give you an allocated cost.

This package includes:

- Complimentary Consultation Session to get to know you and your vision for your big day
- Untrammelled communication the month prior to your wedding day
- Unlimited phone and email contact with your Wedding Coordinator as needed
- Contact Wedding Ceremony and Reception venues and contracted suppliers & take over the planning process from point of engagement
- Finalize payments for suppliers as required
- Schedule all suppliers for the Wedding Day
- Finalize styling and decorative aspects for Wedding Ceremony and Wedding Reception
- Development of a Wedding Day Schedule and distribution to all participants and suppliers
- Sourcing of last minute wedding suppliers and wedding products as required
- Attend, plan, coordinate and manage wedding rehearsal

## MONTH OF COORDINATION

You are probably more familiar with the term “On the Day Coordination” . A good day of coordination starts 30 days before your wedding. We will work with the information you provide to create a schedule for the entire wedding day, so that you can rest assured that the details are in place and professionals are managing your wedding . We become the point of contact for all of your vendors; create an extremely detailed timeline and schedule that is easy to follow. We will do all of the behind -the-scenes coordinating so that you can truly shine and focus on your once -in-a-lifetime moment. Since these services are not as extensive as our Full Planning Package that covers all the planning from beginning to end, Day of Coordinator is a very budget-friendly way to get peace of mind on your wedding day.

This package includes:

- Meeting at the venue approximately 2-4 weeks before your wedding to discuss the details and begin the handover.
- Production of an agreed time schedule for the wedding day.
- Final checks made with all suppliers, confirming bookings, timings and set up instructions.
- Coordination of your wedding day.
- Co-ordination, management and point of contact for venue and suppliers throughout set up and delivery.

- Discreet handling of any on-the-day payments for suppliers.
- Coordination of order of events including ceremony, wedding breakfast, speeches, cake cutting and first dance etc.
- Overseeing seating plan and movement of guests.
- 'The VIP Box' emergency wedding kit.
- Handling of last minute collections, orders and changes
- Wedding day management and Coordination
- Wedding Ceremony rehearsal