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|  |  | full planning  Services start 12-24 months prior to event date  INCLUDES: |
| For the couple that would like detailed assistance from start to finish.  Additional charges may be applicable based on complexity, time, décor transportation/placement and assistants required. additional packages available **\*Full Décor Packages & Rentals**  **\*Ceremony Décor Placement & Tear Down**  **\*Reception Décor Placement & Tear Down**  **\*Table & Chair Set Up & Tear Down**  **\*Floral After Care Package**  **\*Small Rental Item Drop Off**  **\*Host Table Set up & Tear Down**  **\*Personal Décor Set Up & Tear Down**  **\*Personal Item Drop Off**  **\*Custom packages** Contact WEBSITE:  Kerrevents.ca  EMAIL:  theresa@kerrevents.ca |  | pRE-WEDDINGUnlimited communication via email & text  * **Includes three consultations** *minimum* **(with two venue on site visits)** * **Wedding checklist**  Budget preparation & allocation guidance  * **Vendor recommendations** * **Accompaniment to vendor meetings** * **Securing vendors, contract review & management** * **Stationary design guidance** * **Ceremony & reception design guidance** * **Accommodations management** * **Seating chart and floor plan guidance** * **Vendor & Bridal Party, wedding day timeline** * **Contact and confirm all hired vendors regarding arrival times** * **Site inspection at ceremony and reception venue** * **Ceremony rehearsal coordination – 1.5 hours**  Wedding day  * **Full on-site vendor and guest coordination at ceremony and reception by lead planner (and one assistant per 100 guests)** * **Ensure scheme is executed as per clients vision** * **Meal indicator card placement plus table inspection ensuring good etiquette and flawless form** * **Cue various parts of the program according to timeline (processional, recessional, call to dinner, reception line entry, toasting, first dance, cake cutting, bouquet & garter throw)** * **Coordinate post ceremony & reception tear down** * **Distribute gratuities to vendors**   **An event is not considered to be booked**  **until a minimum of 25% non-refundable deposit is received by KERR Events & Design.**  We accept cash, credit card (Visa, Master Card), Interac eTransfer  **Thank you for your business!** |