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|  |  | full planningServices start 12-24 months prior to event dateINCLUDES: |
| 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**ContactWEBSITE:Kerrevents.caEMAIL: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!** |