



## *Price Guide 2009/2010*

Dear Bride and Groom-to-be,

Thank you for enquiring about our wedding coordination services. At Hawke's Bay Events we understand that every wedding is different and the needs of all our clients vary, that's why we tailor our wedding coordination services to meet your individual needs.

*To help you understand our role as wedding planners and to see what you can expect from us, here's just a taster of what we offer:*

- Ongoing communication – we're always at hand to answer your questions and to keep you up to date with your wedding plans!
- Budget planning – we allocate and track your expenses all the way.
- Schedules, timelines and checklists – so everyone knows what they should be doing and when!
- Assistance in selecting the ideal celebrant for your needs and personalities
- Helping you plan and design the theme and style of your wedding. **We offer 20% discount on chair cover hire or purchase, plus 15% discount on purchases from our range of favours and accessories**
- Coordinating design, ordering and mailing of invitations
- Coordinating the selection of wedding attire for the bride, bridesmaids, groom and groomsmen
- Coordinating or providing your idea vendors (florist, caterer, photographer, musician, beautician, hair stylists etc)
- Selection and negotiation of your preferred venue for your ceremony and reception
- Coordinating transport
- Negotiating and reviewing all contracts (we make sure you get the best deals!)
- Assistance with attaining your marriage licence
- Wedding itinerary and ceremony planning
- Rehearsal oversight
- Direction of processional and attendant duties
- Planning the reception
- Wedding day gift coordination
- On-hand coordination on the day of the wedding
- Relieving the bride and groom of stress!

*So now you know what we do, here's a guideline for our five main levels of coordination and the pricing structure:*

### *Blueprint*

*This service suits those on a limited budget but with time to make their own arrangements*

- 1 consultation plus telephone and email advice
- Entry level service – a list of contacts/suggested vendors (based on your preferences and budget as discussed in our initial consultation) with an indication of pricing.
- A detailed schedule and ready to use budget and checklist sheets
- Flat fee charged at NZ\$340

## *Silver*

*A partial wedding planning package recommended for those who wish to make a head start on their planning*

- 3 – 4 consultations/planning sessions
- Unlimited telephone and email contact
- Vendor and venue research
- Contact with vendors to get quotes and set up consultations
- Etiquette and wedding protocol advice
- Personalised budget, schedules and timelines presented in a customised wedding reference folder
- Charged at an hourly rate of NZ\$60 per hour (hours by negotiation – minimum of 10 hours of service)

## *Gold*

*A well rounded wedding package, ideally suited to couples with limited time flexibility during the planning stages, wishing to take control of the event itself*

- 5 – 7 consultations/planning sessions
- Unlimited telephone and email contact
- Vendor and venue research
- Attending vendor interviews with your preferred service providers as required
- Vendor contract negotiation
- Arrangements made to the point of deposit with vendors
- Etiquette and wedding protocol advice
- Personalised budget, schedules and timelines presented in a customised wedding reference folder
- Event design
- Charged on an hourly rate of NZ\$60 per hour (hours by negotiation - minimum of 20 hours of service)

## *Diamond*

*Ideally suited to clients with limited time flexibility and wishing a stress free wedding experience!*

- A full wedding coordination package including everything offered in our Gold and 'On the Day' packages (see below) plus...
- Approximately 20 planning sessions
- Unlimited telephone and email contact
- Full budget management if desired
- Guest list and RSVP management
- Event design advice and execution
- Personalised wedding website for guests to view details of venue, accommodation, gift registry
- Charged at 10% of the total wedding budget (minimum fee of NZ\$5400)

## ***On-the-Day Coordination***

*The perfect solution for couples who have planned their own wedding but want to be free to relax fully on their wedding day*

- 2 consultations and unlimited email and phone contact.
- Communication with all vendors to review contracts and confirm details, delivery/arrival times.
- Assuming all vendor contact within last two weeks leading up to the wedding day
- Preparation of detailed wedding day timeline and schedule for 1 month leading up to the wedding day
- Wedding etiquette advice
- Wedding rehearsal coordination
- Organising processional and recessional on the day
- Ensuring that the day runs smoothly and that all vendors/bridal party etc are where they should be!
- Charged at NZ\$1050 flat fee.

***No matter what level of service you require or whatever your budget may be, we guarantee our tailor-made services will ease your journey towards the most exciting time in your lives. We look forward to being a part of your special day!***

All the best,

*Andrea*