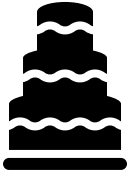




Personal Corporate Charity

My Special Event®

E V E N T & W E D D I N G
P L A N N E R



Wedding Packages

"The Top Tier Package" (Full wedding Planning)

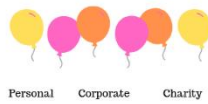
This is for couples who wish to have support with all the planning and organisation of their Wedding Day. My Special Event® will be with you all the way from the beginning right the way through to the "I do's"

This package includes:

-  Full Support to the couple from the planning stage right up to the date of the wedding. – Starts with initial consultation (worth £25.00) *
-  Sourcing Venues for ceremonies and receptions. I can come with you visit them and liaise with the venue on your behalf
-  Sourcing suppliers with you or on your behalf
 - Photographer/ Videographer
 - Cake, Catering/Beverages
 - Flowers
 - Transportation
 - DJ & Entertainment
 - Decoration of Venues
 - Hair & Beauty
 - Sundries and extras (discussed at initial consultation)
-  Management Support, managing timetables of suppliers and running order for the actual day
-  Liaising with suppliers on behalf of the client
-  All paperwork & admin
-  Researching suppliers on behalf of the client
-  Organising budgets and managing payments
-  Full email and telephone support from My Special Event® for the couple

Charges = 5 – 7% of the couples overall wedding budget. (percentage depends on the extent of planning required). Deposit / Minimum fee applies of £150.00

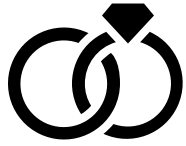
All packages come with a signed contract and a deposit / minimum fee paid to My Special Event® – BACS or PayPal (No cheques)



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E V E N T & W E D D I N G
P L A N N E R



"The Middle Tier Package" (partial Wedding Planning)

This is for couples who have carried out most of the research for their wedding and hired their main suppliers, but just need a bit of hand coordinating what they have and help with the actual day.

This package includes:

-  Initial consultation with the couple in the last few months before their wedding day (normally 3 – 6 months before).
-  Review of all the suppliers and liaise with them to see at what stage they are at and what is left to be done by My Special Event® on behalf of the couple.
Tying up the loose ends on behalf of the couple
-  Sourcing other suppliers still needed which can include any of the following:
Photographer/Videographer
Cake
Flowers
Transportation to the venues and any overnight accommodation
Guest Accommodation
Catering and Beverages
Decoration
Entertainment and DJ's
-  Sourcing alternative suppliers for the couple (if possible) as backups if needed
-  Email support and telephone support from My Special Event® for the couple
-  Organising and running of the Wedding day

This package is very bespoke to the couple and at the initial consultation stage we will discuss what exactly is required. My Special Event® will prepare a bespoke quotation for the clients depending on how much or how little is needed.

The minimum charge for this package is £750*. Additional charges may apply depending on requirements, charged at £30/hr. Deposit of £150.00 will be required after the initial consultation and a contract will be signed by both parties explaining the work to be carried out – this secures the services of My Special Event®. Mileage is usually included – Unless travel outside of West Sussex is required. Mileage is charged at 0.30p per mile. Any payments should be made to My Special Event® by BACS or Pay Pal. A receipt will be provided to prove payment. No cheques please.



Personal Corporate Charity

My Special Event®

EVENT & WEDDING
PLANNER



"The Bottom Tier Package" (On the Day Coordinating)

This package is for clients who would like someone to run their actual Wedding Day for them. My Special Event® can liaise with your suppliers and run the day according to your timetable, which we will set out a few months before the day.

This package enables My Special Event® to take away all the stresses and strains of the Wedding Day, enabling the couple to get ready and enjoy their "special day" their way.

This package includes:

-  Initial consultation with the couple no less than 2 months before the wedding day to talk through their plans and iron out any issues there maybe.
-  Speak to the suppliers and the couple about the running of the actual day, working out timings and who still needs paying (if applicable)
-  My Special Event® will visit the venues on behalf of the couple and liaise with the venue about preparations for the day
-  My Special Event® will endeavour to have a meeting face to face with the suppliers the couple have hired (where's possible) also communicating through email, text and telephone to discuss arrangements made
-  Full email and telephone support for the couple from My Special Event®
-  Running of the actual day from organised timetables and schedules set out previously by My Special Event® and the couple
-  Main point of contact for everyone on the Wedding Day

This service will vary in price depending on the size of the wedding and the amount of organisation expected of My Special Event® on the day.

A flat fee will be charged to the couple which will be discussed at the initial consultation but could be somewhere in the region of £250 - £1000. A deposit of £150.00 will be paid to secure My Special Event's services and a signed contract.

Mileage to and from the venues on the actual day will be charged by My Special Event® at 0.30p per mile.

Any payments should be made to My Special Event® by BACS or PayPal. A receipt will be provided to prove payment. No cheques please