



GRANDE MÉMOIRE
EVENTS

WHY WE DO WHAT WE **DO**

INTRODUCTION

- We are delighted to hear you are thinking of using us to plan your wedding. We are passionate about weddings and know how much work goes into making a special day. Our experience in hosting series of events and working with many vendors, makes us the perfect choice for your day. We'll start by listening to what you want and then getting to work to deliver an occasion which will last a lifetime in your memories.



PLANNING YOUR BIG DAY

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- Preparation and Planning for your big day is one of the most anxious and exciting times in your life. You spend between 9 – 18 months planning for a once in a lifetime event and wish for everything to be prefect. We know how important it is for you to be relaxed and pampered during the planning stages, especially leading up to your big day; allowing you to truly enjoy your wedding and the results of your hard work.



PLANNING YOUR BIG DAY

- This is for you, your family and friends to enjoy, so let us plan your wedding from start to end, assist with the planning, devise a timetable of action points, check up on you monthly and do the running around, coordinating and organising pre and on the day while you have fun.





OUR COMMITMENT TO YOU

- Our commitment is to simply assist you in making sure that your dream wedding becomes a reality and to send you off on your honeymoon, with the thrill of a perfectly planned day behind you.

WEDDING PACKAGES **AND OFFERS**

CONSULTING

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- **Our consulting service typically takes place early in the planning process. The following are the benefits of consultation**
 - We pull together design ideas.
 - We confirm and suggest vendors.
 - We shortlist venues.
 - We ensure you are on track and have not forgotten anything
 - **Package cost - £25 per hour (Min 2 hours).**



DAY OF COORDINATION

- **Planning and preparation**

- Guidance begins 6 to 8 weeks prior to event date
- Up to 2 in-person planning consultations
- 1st meeting – review vendor contracts and produce timeline of event day.
- Second meeting – final detailed meeting with client at agreed location
- Create detailed event day timeline for vendors and event party
- Recommendations and suggestions via phone or e-mail

- **Vendor Coordination**

- Review vendor contracts and payments
- Coordinate and distribute event day timeline for vendors and provide information on duties
- Vendors meeting at venue with client

- **Event Day Services**

- Event day coordinator and one additional assistant coordinator
- Setup supervision, overall management of event and event day emergency kit
- Manage the timing of the event with event party, family members and vendors
- Distribute flowers to event party and family (if applicable)
- Setup personal items as per instructions for event
- Final inspections on setup, seating placements/count, table/place cards, décor, etc
- Greet guests, attend to guests needing special assistance and assist with seating arrangements
- Manage cocktail hour. Coordinate event timeline – guest speakers, slide shows, presentations, awards, etc
- Distribute final payment and gratuities to vendors (paid by client). Coordinate transport of items into designated car or hotel room

- **PRICE ON APPLICATION**



PARTIAL WEDDING PLANNING

- **THIS PACKAGE IS DESIGNED FOR THOSE COUPLES WHO ARE LOOKING FOR PARTIAL GUIDANCE AND SUPPORT IN PLANNING THEIR WEDDING (INCLUDES DAY OF COORDINATION)**
- **Planning and preparation**
 - 3 planning sessions and meetings via phone & skype
 - Unlimited phone and email support
 - Monthly check in via email or phone to assist in planning.
 - Advise & suggestions during the planning process
 - Vendor recommendations, contract negotiation and selection assistance from our list of preferred vendors
 - Set up vendor appointments for you to attend
 - Assistance with reception layout/floor plan
 - Distribution of vendor payments and gratuities on wedding day or before
 - Oversee all vendor set up and deliveries
 - Ceremony rehearsal coordination up to 1 hour
 - Guest book set up
 - Attend final walk through with you at your venue
 - Creation, execution and distribution of a comprehensive wedding timeline
 - Point of contact for all vendors during ceremony and reception
 - Manage and schedule all vendor set ups and deliveries.
 - Assistance with set up of ceremony
 - Coordinate and manage the flow of the day including complete vendor management
 - Pack up of all personal items and gifts with delivery to pre-arranged location.
- **OPTIONAL EXTRAS INCLUDE - RSVP MANAGEMENT, TRANSPORTATION ASSISTANCE, HOTEL ACCOMMODATION ASSISTANCE, REHEARSAL DINNER IDEAS**
- **AS THE CLIENT, YOU WILL RELY ON US TO WORK AS MANY HOURS AS MAY BE REASONABLY NECESSARY TO FULFIL MY OBLIGATIONS UNDER THIS AGREEMENT.**
- **PRICE ON APPLICATION**



FULL WEDDING PLANNING

- **IN THIS PACKAGE, WE RUN THE SHOW FROM INITIATION TO EXECUTION. WITH US AT THE HELM, OUR CLIENTS CAN BE ENSURED THAT THE WEDDING WILL FLOW SEAMLESSLY FROM THE SAVE THE DATES TO THE BRIDE AND GROOM'S EXIT.**

- **Planning and preparation**

- Unlimited consultations with you via telephone/email. Assistance in budget determination and breakdown as needed. Discussion of theme, colour, and style.
- Research of wedding suppliers in each category that fit your event style, budget and to provide you with suggestions and guidance in making the final selections.
- Set up and attendance of supplier appointments of your choice. Up to unlimited hours of professional in-person consultation time throughout the planning process.
- Detailed wedding tracker spreadsheet. Development of a detailed wedding timeline and floor plan for contracted vendors and bridal party.
- Visit to both ceremony and reception sites prior to wedding.
- Follow up telephone calls to all contracted suppliers, 1 - 2 weeks before wedding day.
- On-site management and supervision throughout the ceremony and reception on the wedding day.
- An additional event manager, on site, the day of the wedding if required, at **no extra cost** to you.
- Manage wedding suppliers as per your instructions – **Grande Memoire Events** weddings and events ltd will be available in person and by telephone during the entire wedding day to receive deliveries, assist suppliers and answer any problems or questions.
- Manage wedding party. Manage suppliers & décor setup at ceremony & receptions sites.
- Organise and distribute all person flowers to wedding party, family members & special guests.
- Provide full emergency kit - sewing kit, first aid kit, etc. Make sure all members of the wedding party are looking perfect.
- Properly line up processional & cue musicians.
- Place table names, place cards, favors, toasting glass & serving set, as per your instructions.
- Bustle bride's gown. Also coordinate entertainment and all announcements/events during reception.
- Ensure payment of suppliers tips & balances. Return any personal or rented items to their owners.
- We will be prepared to meet any emergency situation that may arise.

- **AS THE CLIENT, YOU WILL RELY ON US TO WORK AS MANY HOURS AS MAY BE REASONABLY NECESSARY TO FULFIL MY OBLIGATIONS UNDER THIS AGREEMENT.**

- **PRICE ON APPLICATION**



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ESTABLISHED 2015

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