



[www.proeventsja.com](http://www.proeventsja.com). TEL: (876) 886-1774 or (876) 665-0872

*IT'S YOUR DAY... YOUR MEMORIES... LET US MAKE YOU SHINE!*





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## WEDDING COORDINATION PACKAGES



### PRO PLATINUM PACKAGE

This package is for the bride who requires guidance from start to finish. It covers all of the details that go into making a wedding truly memorable.

### The Pro Platinum Package includes:

#### **PRE-WEDDING ARRANGEMENTS:**

#### **LEGAL DOCUMENTS:**

- Marriage Officiant
- Marriage License
- Marriage Certificates

#### **WEDDING COORDINATION:**

- Initial consultation with the bride and groom, complimentary
- Unlimited phone and email availability during business hours (9:00 am – 5:00 pm)
- At least three planning meetings between clients and planner
- Assistance with preparing budget and checklist
- Help with selection of sites and booking of ceremony and reception



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### **WEDDING COORDINATION:**

- Assistance with selection of colour scheme, theme and style of wedding and invitations
- Answer etiquette questions
- Assistance with selection of wedding attire and accessories (accompaniment to fittings if desired)
- Help with finding, negotiating and booking suitable vendors (we will accompany clients up to three meetings per vendor category: baker, caterer, florist, musicians, photographer, rental facilities, videographer, wedding attire, officiate, transportation)
- Coordinate with vendors to ensure services/products are provided in a timely manner
- Assistance with tracking RSVP's
- Final walk-through with clients at selected sites the month of the wedding
- Final timelines prepared the month of the wedding
- Final consultation with vendors the month of the wedding
- Final meeting covering all details with client, the month of the wedding and the week prior to the wedding. This two-hour planning meeting will include:  
Ceremony planning, professional, recessional, placement
- Preparation of rehearsal and wedding day itinerary as a timeline to be provided to client and vendors
- Final walk-through with client at selected sites, month of the wedding
- On the day management of the day's activities and proceedings
- Collection and inventory of wedding items to be setup on wedding day, such as candles, favors, photographs, guest books, wedding favors, toasting glasses, programs, seating cards, table numbers, etc.

### **FLOWERS:**

- Bridal Bouquet Fresh Flowers
- Bridal Party Bouquets
- Groom & Groomsmen Boutonnieres



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### **CEREMONY DÉCOR:**

- Decorated Wedding Arch
- Garden Chairs
- Aisle Markers
- Aisle Runner
- Rose Petals along the walkway
- Signing table & chairs

### **RECEPTION DÉCOR:**

- Head table décor- Floral arrangements/crystal candle holders
- Head table Backdrop
- Up lights
- Tables (guests, welcome, gift and cake)
- Chairs (Chivari in gold, silver, mahogany or any other upon request, white folding chairs)
- Chair covers
- Overlays
- Skirting
- Tablecloths (linen or silk)
- Napkins (linen or silk)
- Table centerpieces
- Stemware and cutlery
- Glassware
- Flatware

### **MUSIC:**

DJ for Ceremony & Reception

\*\*Customised Packages available. Package cost: Please call.



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### **PRO GOLD PACKAGE**

This Package is for the bride who may have already completed part of her planning and needs less help. This allows the bride a hands-on role in her planning with us as professional planners to guide her.

#### **The Pro Gold Package includes:**

- Initial consultation with the bride and groom
- Unlimited phone and email availability during business hours (9:00 am – 5:00 pm)
- At least two planning meetings between clients and planner
- Preparation of timeline and checklist for bride and groom
- Email reminders on the first of the month of what needs to be accomplished that month
- One visit to site of both wedding and reception to go over set up
- Assist with selecting a colour scheme, theme and style of the wedding
- Answer etiquette questions



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### **The Pro Gold Package includes:**

- A list of preferred vendors is recommended to the bride for appointments with: baker, caterer, florist, musicians, photographer,, rental facilities, videographer, wedding attire(bridal shops), officiate, transportation
- Two hour planning meeting 3 months before wedding which will include: ceremony planning, processional, recessional, placement
- Preparation of rehearsal and wedding day itinerary as a timeline to be provided to client and vendors
- Final walk-through with client at selected sites month of the wedding
- On site management of the day's event
- Collection and inventory of wedding items to be set up on wedding day, such as candles, favors, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.

### **DÉCOR INCLUDED:**

#### **CEREMONY DÉCOR:**

- Decorated Wedding Arch
- Garden Chairs
- Aisle Markers
- Aisle Runner
- Rose Petals along the walkway
- Signing table & chairs

#### **RECEPTION DÉCOR:**

- Head table décor- Floral arrangements/crystal candle holders
- Head table Backdrop
- Up lights
- Tables (guests, welcome, gift and cake)
- Chairs (Chivari in gold, silver, mahogany or any other upon request, white folding chairs)
- Chair covers
- Overlays
- Skirting



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### **RECEPTION DÉCOR:**

- Tablecloths (linen or silk)
- Napkins (linen or silk)
- Table centerpieces

Package cost: Please call.

### **LEAVE IT TO THE PRO PACKAGE INCLUDES:**

The Leave it to the Pro package is for the bride that has been doing her own planning, but now wants the opportunity to destress prior to the big day. She requires a professional to finalise with suppliers, handle payments, conduct tastings, as well as handle the ceremony and reception rehearsals. On the day management of the proceedings.

### **CEREMONY DÉCOR:**

- Decorated Wedding Arch
- Garden Chairs
- Aisle Markers
- Aisle Runner
- Rose Petals along the walkway
- Signing table & chairs

### **RECEPTION DÉCOR:**

- Head table décor- Floral arrangements/crystal candle holders
- Head table Backdrop
- Up lights
- Tables (guests, welcome, gift and cake)
- Chairs (Chivari in gold, silver, mahogany or any other upon request, white folding chairs)
- Chair covers
- Overlays
- Skirting
- Tablecloths (linen or silk)
- Napkins (linen or silk)
- Table centerpieces



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Package Costs: Please call

*Although we offer packages, we will customize our services to fit your unique needs.*

*Let us help you plan the perfect wedding, from exquisite décor to customizing your entire wedding package*

*Our dedicated team of professionals will help to make your day an unforgettable and memorable one*

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[contact@proeventsja.com](mailto:contact@proeventsja.com); [sophia.butler@proeventsja.com](mailto:sophia.butler@proeventsja.com)

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