

# Elemental Event Planning

OFFICIATING & EVENT PLANNING

## Officiating & Day of Coordination Services

- ☐ Initial 1 hour in-person consultation with client(s).
- ☐ Access to scheduled support calls, as needed. Emails and text messages will be answered in a timely manner.
- ☐ A 1.5hr-2hr Finalizing meeting one week prior to event with the intention to go through the officiating ceremony, day of schedule and to create an event action item list. The clients' responsibility is to provide the coordinator with a detailed timeline prior to this meeting. The clients are also responsible for filling out the ceremony template prior to the meeting so Nicole can create a custom ceremony- which will be shared and edited until the script is confirmed by the clients.
- ☐ Coordinator to provide the final Day of Schedule to all vendors, ensure that all schedules align. All vendor finalizing meetings are the clients responsibility and if they would like the assistance of their coordinator it will be at \$100/hr and dependant on availability.
- ☐ Confirm all arrival times with the provided vendors and provide day of contact information.
- ☐ Access to complimentary planning software (includes templates for Day of Schedule, To Do Lists, Table and Meal Selection, Vendor and VIP lists, Photoshoot list, wedding website builder, decor studio, etc).

## Day of Event

- ☐ 8 consecutive hours of event management by qualified event planner/coordinator- hours are dependant on clients needs and are finalized during the finalizing meeting.

- ☐ Wedding ceremony officiating services by registered Officiant.
- ☐ Assistant coordinator to assist with set up and ceremony logistics (4hrs min).
- ☐ Officiant to send completed Marriage License into the Office of the Registrar General post event.
- ☐ Morning of Check In for last minute changes/needs.
- ☐ Receiving vendors and assisting with set up.
- ☐ Set-up of signage, table details, place cards, favours, etc), personal details, pre-arranged to do tasks.
- ☐ Ensuring all decor, rentals and vendors are in place prior to event.
- ☐ Coordinating the ceremony, grand entrances, speeches & entertainment with the DJ/MC.
- ☐ Working with all vendors to ensure execution of all planned elements.
- ☐ Overseeing guest experiences (proper food selection, direction, etc).
- ☐ Delivery of all final payments to all vendors (if requested and arranged prior to event).
- ☐ Personal services (ie. checking in with bridal couple to ensure they have had food, drink, a rest, etc.).
- ☐ Access to On-site Event Emergency Kit.
- ☐ If guest count exceeds 200 people, an additional fee of \$200 will be added to your package fee, and a second assistant will be on site the day of the event to assist (up to 8hr).
- ☐ Extra hours at \$100/hr if prearranged. \$150/hr if requested on the day of event.
- ☐ An onsite Rehearsal can be added on for \$100 and includes a one hour rehearsal, dependant on availability. Rehearsals are commonly only booked Monday-Thursday.



**Starting at \$1250 + tax**

Any changes or additions will be agreed upon in writing before being added to the final invoice.

To secure your date, a 50% deposit and a signed contract are required.

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