


Elemental Event Planning

OFFICIATING & EVENT PLANNING

Micro Wedding Services

(please note that a micro wedding consists of 75 guests or less)

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- ☐ Initial 1 hour in-person consultation with client(s) to discuss planning needs.
 - ☐ Access to scheduled support calls, as needed. Emails and text messages will be answered in a timely manner.
 - ☐ 1hr Finalizing meeting 1-2 weeks prior to event.
 - ☐ Assistance with timeline and day of checklist.
 - ☐ Provide the final Day of Schedule to all vendors, ensure that all schedules align.
 - ☐ Confirm all arrival times of all vendors.
 - ☐ Access to premium planning software (includes templates for Day of Schedule, To Do Lists, Table and Meal Selection, Vendor and VIP lists, Photoshoot list, Wedding Website builder).

Day of Event

- ☐ 8 hr Full day on-site management of event by qualified planner/coordinator- hours depending on clients needs- ceremony, cocktail hour, reception, tear down.
- ☐ 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 75 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 (4hr).
- ☐ Extra hours at \$75/hr if prearranged. \$150/hr if requested on the day of event.
- ☐ Rehearsal can be booked at a cost of \$150 and has to be booked Monday-Thursday based on availability.



Starting at \$699 + 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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