



DAPPER EVENTS

On the Day Coordination Package

Before the Big Day

- ♥ Pre- wedding consultation to go through your vision and what you require me to do
- ♥ Unlimited communication via email and phone between myself and the bride and groom
 - ♥ Attendance at your ceremony rehearsal, if required
- ♥ Introduce myself to all your booked vendors, confirm bookings and arrival times
 - ♥ Wedding etiquette advice
 - ♥ Preparation of a run sheet for the day
 - ♥ Circulate the run sheet to relevant vendors

On the Day

- ♥ Attendance on your wedding day until all formalities are finished. Additional hours charged at \$80 per hour
 - ♥ Early arrival at the ceremony to ensure the set up is perfect
 - ♥ Usher family and guests to their seats prior to bride's arrival
 - ♥ Help organise the bridal party before walking down the aisle
 - ♥ Cue music for ceremony
 - ♥ Gather bridal party and family members for photographs
- ♥ Fluff dresses, straighten ties and hold handbags so everyone looks picture perfect
 - ♥ Pack up items from ceremony
 - ♥ Early arrival at reception venue to ensure the set up is perfect
- ♥ Liaise with venue staff and ensure all deliveries have been made to the reception venue
- ♥ Set up any additional items in the venue which doesn't fall under the venue staff's job description or as agreed with the couple
 - ♥ Liaise with the DJ/MC/Band and provide any assistance to them
 - ♥ Brief the MC
- ♥ Work with the Venue Manager to direct the event ensuring everything is following on schedule as per the run sheet
 - ♥ Gather the guests who will be doing a speech to ensure they are ready
 - ♥ Cue to MC when required
- ♥ Assist the bride and groom and bridal party throughout the day/night to ensure a relaxing fun day can be had by all
- ♥ Provide a wedding day emergency kit including two large white umbrellas, hairspray, sewing kit, tissues, bandaids, sanitary products, suncream, shoe polish, hairpins, panadol etc

Fee \$850

*A 50% non-refundable deposit is required to confirm my services
The remaining 50% of the total fee is due a fortnight before the wedding date
A travel fee may be applicable if outside suburban Adelaide*