

EST. 2022

oneFIVE

EVENT PLANNING & COORDINATION

WEDDING PACKAGE TWO

STARTING FROM R8 000

This package focuses on the Day of the Wedding to ensure that your dream wedding you planned runs smoothly and you can sit back and be the ultimate guest at your own wedding. We budget on 20 hours for meetings and finalizing all the details.

INCLUDES

- Final meeting about a week before your wedding day, preferably at the Venue
- Create a timeline for the day of the Wedding which will include all procedures like photos, first dance, speeches, announcements etc
- Go over details of floor plan and have a copy on hand
- Get a copy of the Suppliers with contact details to confirm arrangements a week prior to the wedding
- Serve as the contact person on the day to ensure everything runs smoothly especially while waiting for the Bridal Couple
- Coordinate with the Bridal Party the arrangements when they will arrive at the Venue
- Direct the Wedding Guests and familiarize table seating arrangements
- Liaise with the DJ regards announcements and speeches
- Keep the reception moving, focusing on timeline of happenings
- Be the point of contact during the reception
- Coordinate your Wedding Day from start to finish on the day (8 hours coordination incl. hereafter R 350 p/hour)
- Arrangement can be made to collect gifts and personal goods
- Ensure handover is done to Venue Manager after the Wedding

GET IN TOUCH WITH TRISTENE JOUBERT.
WEDDING PLANNER | EVENTS COORDINATOR | PRIVATE FUNCTION

+27 72 746 4249 | events@1five.co.za | [@onefive_events](https://www.instagram.com/onefive_events) | www.1five.co.za
Le Joubert Wine Estate, Farmhouse 20, Botha Street, Paarl, 7646