

CANBERRA EVENTS MANAGEMENT + STYLING



WEDDING COORDINATION AND STYLING 2023 / 24

ABOUT US

*We started this company because we love to use our creativity to bring together
and create the most fantastic experiences*

Whatever the occasion we want to be able to transport people to one of those occurrences in their lives they will never forget.

We feel there is no better gift than to make others happy or to bring some joy into peoples lives. So we decided with our experience in transforming spaces and event management, we were able to achieve this in our work.

We are Canberra locals and pride ourselves in maintaining great relationships with our clients. Utilising effective communication, management and creative styling, you can feel assured the lead up to your event and the actual day are easy, stress-free and a time you will always think back on and smile.

THE CANBERRA EVENT MANAGEMENT AND STYLING TEAM



Carissa

CEO | HEAD PLANNER | STYLIST

Our Creative Director fell in love with styling and being creative from when she was little. Canberra born and raised, she's always been the party planner in our circles, learning problem solving skills, thinking on her feet and being able to transform a blank space into a gorgeous themed celebration of any kind.

Carissa started her career in event management over 15 years ago and worked for corporate companies and private clients, styling weddings and special occasions. She loves being creative, making a new centrepiece, receiving an exciting new event theme brief and transforming spaces.

Carissa's planning and creative skills combined, help create the perfect event for our clients.

Since founding the business with Michael she's been up for numerous awards including CEO of the year, Business Woman of the Year, Ausmumpreneur creative owner of the year and Roar awards and Local business awards business owner of the year.

"I don't take for granted that I can do what I love each and every day and bring so much joy to my clients in the process. To see the look on their faces as they walk into their fully transformed wedding reception with tears welling in their eyes and being embraced in a hug filled with thanks and gratitude is something I cannot express in words. It's an honour and a privilege"



WHY BOOK US?

With over a decade of experience, we know how to make your event one to remember

Specialising from small to large scale corporate or personal event functions, we help you find the event schedule that works for you. Please contact us to meet with our head planners and talk about the many options for your wedding, event or party planning.





COORDINATION PACKAGES

For an interruption free day

\$1800 | 6 hours

\$2000 | 8 hours

\$2200 | 10 hours

What if you're all organised? You've got all the planning completely under control and you just need someone to coordinate your wedding day? We can help with that! We know you've put a lot of work into planning your wedding and we want you to be able to relax, kick up your heels and feel at ease knowing that your day is under control, being coordinated by a professional so it will all run smoothly.

This package will provide you with a 1-hour consultation and itinerary meeting and use our wedding tools to create the best agenda and contact list for your vendors. A few days out, we'll call all your vendors to confirm details and follow up with an email to them all so they have the final version of the agenda and everyone is on the same page, working together to execute a perfect, smoothly-run day for you both. If you're anxious or feeling stressed on your day and have booked all your suppliers and just want someone to run the show for you, this is the package for you!



CEREMONY PACKAGES

We know every wedding is unique

Our ceremony packages are bespoke and catered to your specific needs.
To create your dream ceremony please contact us for a custom quote.



WEDDING PLANNING PACKAGES

Take the stress out of planning your special day

Choose from four pre-designed wedding packages that will meet you at whatever stage you are at in your wedding planning journey.

Whether that be right from the beginning or just with the final touches, let us help take some of the stress away.

To create your dream wedding package please contact us for a custom quote.





BELLA BRONZE

From \$3,600

Option for junior planner \$2,200



The Bella Bronze Includes:

- 1 month of assistance & managing your day
- 1 lead planner - 10 hours
- 1 consultation & itinerary meeting 1.5-2 hours
- Manage rehearsal
- Manage wedding day
- Wedding emergency kit
- Checklists at 3 months & 1 month from wedding day



STELLA SILVER

From \$4,300

Option for junior planner \$3,000

The Stella Silver includes:

1 planner - 21 hours

2 consultations

2 research* requests per month for wedding vendors & suppliers

1 negotiation* per category

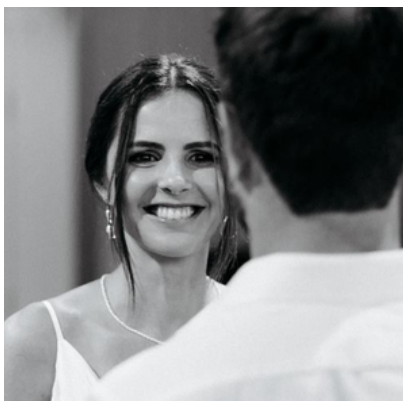
Day-of itinerary creation

Manage rehearsal

Manage wedding day

Wedding emergency kit

Checklists at 6 months, 3 months & 1 month from wedding day





ROSE GOLD

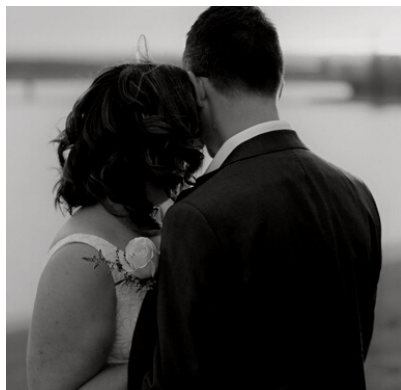
From \$5,500

Option for junior planner \$4,000



The Rose Gold Includes:

- Budgeting & inspiration board meeting
- 2 planners - 12 hours each (1 lead planner, 1 assistant)
- 3 consultations
- 3 research* requests per month for wedding vendors & suppliers
- 2 negotiations* per category
- Itinerary for the day
- Manage rehearsal
- Manage wedding day
- Wedding emergency kit
- Checklists at 6 months, 3 months & 1 month from wedding day



ROSE GOLD PLUS

From \$7,500

Option for junior planner \$4,000



The Rose Gold Includes:

- Budgeting & inspiration board meeting
- 2 planners - 12 hours each (1 lead planner, 1 assistant)
- unlimited consultations
- 3 research* requests per month for wedding vendors & suppliers
- 2 negotiations* per category
- Itinerary for the day
- Manage rehearsal
- Manage wedding day
- Wedding emergency kit
- Checklists at 6 months, 3 months & 1 month from wedding day



PEARL PLATINUM

From \$9,900



The Pearl Platinum includes:

The Rose Gold Package PLUS:

Unlimited consultations & emails

Co-ordinate & liaise with bridal dress boutiques

Organise & liaise with cake bakery & attend tastings

1 free wishing well

2 free centrepieces

Aisle runner

Aisle decor

This package is great for destination weddings or home/private property weddings. This package is the full service, we'll be there to hold your hand throughout the entire journey. It is the ultimate package for a perfect engagement you'll enjoy and a perfect wedding experience.



FLORAL DESIGN & STYLING

Bridal Party

Bridal Bouquet from \$300

Bridesmaid Bouquet from \$220 each

Flower crowns from \$60 each

Buttonhole pins from \$22 each

Reception

High Floral Centerpieces from \$250 each

Low Floral Centerpieces from \$200 each

For a custom design please contact us for a quote







FAQ

How much will my wedding reception cost?

This is a hard question as there are so many variables. It depends on how many guests you'll have at your wedding, your design, florals and what centerpieces you choose which can range from \$20- 500. We offer a free initial design consultation and through this meeting we can provide you with suggestions based on your budget and provide you with a quote.

Cancellation Policy

We take a 30% deposit at time of booking. All deposits and payments are nonrefundable.

Our team values our clients and places a great emphasis on both design and communication. As we spend a significant amount of time preparing details and designs for our clients well before the wedding, especially in the initial planning stages we are unable to provide refunds and we appreciate our clients valuing our time and commitment to their special day.

If you cancel your wedding within 1 month before the scheduled date you will be liable for the full cost.

Full T&C's are available on our website. For more information or a PDF of our T&C's including COVID cancellation policies please email us.

Covid Cancellations

Receive 1 free postponement. If completely cancelled no payments will be refunded.

Wedding planning packages - What does negotiation and research mean?

Research requests - if you need a photographer then we'll look into the best professional based on your brief. We'll do all the research for you and send you three quotes for you to choose from. We liase with them about all the details required and lock in the supplier of your choice. This is a research request and we can do this for any type of wedding supplier.

Negotiation - we provide wedding planning for many clients and some of our preferred suppliers provide a special discounted rate for our clients or if it's someone we have not previously used we can attempt to negotiate prices on your behalf. Special discounts often save clients hundreds of dollars.

FAQ

Do clients need to set up or pack down their wedding?

Absolutely not! You don't need to lift a finger. We provide full set up and pack up. Even if you have items you'd like us to set up, you can drop these either to the venue or us the week before and you can be pampered and enjoy your special day.

What does a coordinator do?

If you've booked a wedding planning package or just a coordinator for the day, you're in great hands. We help create a full agenda and contact list using our extremely brilliant wedding tools. This will cover run sheets for the day, liaising with vendors the weeks prior (florists, venue, photographer etc.) to confirm their timings and reiterate that we are the point of contact so they are to harass us (not you) on and in the days leading up to your wedding. After we phone each of your vendors to confirm details we send them the full agenda and contact list so everyone is on the same page and has every detail they would possibly need.

How do we book?

We just require a 30% deposit to secure your date and services. We'll hold your date and quote in our system for 7 days.

What does delivery and staff charges cover?

A lot goes on behind the scenes for your big day. Our team may have designed the wedding well in advance but the week of your wedding we'll be busy loading our vehicles with all the special items you've ordered, have our team unload everything into the venue and spend a generous amount of time setting up your day to perfection and making sure we don't miss a thing. After the party is over we'll be back to clean up the mess, pack everything away, provide laundry services, unload the stock and liaise with your venue about any details required. It also includes our staff wages, travel time, often time between ceremonies and of course full styling set up so you can enjoy the day, be pampered and know that when you arrive to the venue it will be absolutely incredible.

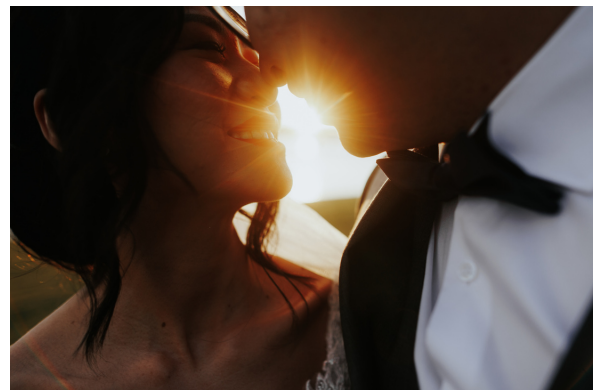
T&Cs - you can find a list of our terms and conditions on our website for both wedding planning, coordination and styling.



OUR COUPLES
WEDDING
STYLING

SPRING GARDEN

Kate and Jack



DARK AND MOODY

Kyle and Trent



WHIMSICAL

Menita and Alex



MODERN CLASSIC

Bianca and Lucas



