

# WEDDING BROCHURE

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## About us



Can you believe we met at the school gates during covid? Something great come out of that experience in that we stopped, and had the time to talk to each other rather than dropping the kids off and running lol.

During our many conversations at the gates and in the car park, we chatted for hours and hours about our passions and dreams and love for all things events. We quickly realised we are the same people and our passions were aligned.

We have both been creating events for our families and friends over the course of our lives and with Kimberley already having established Sort It Out in 2021 and Claudia running a baking business for over 15 years it made sense to come together to create memorable events.

Kimberley & Claudia

# Our Services

### Full Decor & Set up

This service is a bespoke decor service whereby we conduct a FREE telephone consultation with you and we create a bespoke estimate which includes full set up.



### Partial Decor & Set up

We pride ourselves on being a flexible and friendly company. We totally understand that some couples may accumulate wedding items along their engagement, be gifted decor by friends or simply want to get creative themselves. We are totally open to couples hiring some items from us and then asking us to set up some of theirs. All we ask is that we have photos/exact numbers so we can allow time to do this - we would simply charge a labour rate for this part based on the time it would take.

### Simply Set up

Yes you can hire us to set up all your own items. All we ask is that we are provided with photos/list of the items and we can simply quote a labour charge.





### Free Reign service

We completely understand how stressful and overwhelming wedding planning can be. You may not want to worry about the number of candles or flower stems needed to create beautiful arrangements. That's why we've developed our 'Free Reign' service. You simply provide us with your budget, and we take care of the decor for your special day within that advising where we feel your money would be best spent ensuring everything looks flawless while you concentrate on other important details. Rest assured, we will also communicate what you can expect for your investment and agree before committing.

### **BOOKING PROCESS**

### 1. SECURE YOUR DATE

To get started, simply reach out to us through our website, social media pages, send us a message, or give us a call with your wedding date and location.

If we have availability in your area, we'll provide you with the chance for a FREE telephone consultation to go over the details of your special day and share any helpful advice. Before the call, we kindly ask that you send us your mood board, Pinterest board, or any screenshots you have to help us understand your vision for the wedding. And don't worry if you don't have a clear idea yet—we can assist with that too! If phone conversations aren't your style, feel free to communicate with us via email or messages; we're happy to accommodate your preferences.

#### 2. BUILD YOUR PACKAGE

After our discussions, you'll receive a quote that clearly breaks down each item, helping you understand the pricing better. This way, if your budget changes, you'll have the flexibility to adjust. If you prefer, feel free to share your ideal price range with us, and we can provide a recommendation for you. We're here to make the process as smooth as possible!

#### 3. PAY YOUR DEPOSIT

Once you are satisfied with the quote, we recommend that couples pay the deposit to reserve their date and booking. However, if there is a significant gap between receiving the quote and making the deposit payment, please verify with us that the date is still available. We provide multiple quotes for various dates, so it's essential to confirm availability beforehand to avoid any disappointment.

# 4. FINAL AMENDS AND PAY BALANCE

Once you've submitted the deposit, we will keep in touch to discuss any changes or adjustments you might want, understanding that styles, numbers, and details can evolve over time.

The total amount outlined in the quote or invoice is due during the week of the wedding. We will hold onto the initial deposit, which will be refunded upon collection of the items, provided that everything is returned without any missing pieces or damages.

#### ALL SORTED!

### SIGNAGE



Acrylic Welcome Sign £100 Pampas Spray £30 & Easel £20 BUNDLE PRICE £130



Acrylic Welcome Sign £100 Pampas Spray £30 & Easel £20 BUNDLE PRICE £130



Acrylic Welcome Sign £100 with Floral Swag £30 and Footing Decor £20 BUNDLE PRICE £140



Foam Board Welcome Sign £90 with Floral Swag £30 and Extra Footing Decor £30 BUNDLE PRICE £140



Acrylic Seating Plan £150 up to 8 tables plus top table £175 for more



Easel Hire Only £20

## CEREMONY DECOR



1 metre Ceremony/Top Table Floral Garland £50.00 and Candles £50



Aisle Chair Floral Spray £7.50



Registry Table Decor (Small Floral Arrangements and Candles) £40



Floral Arrangement on Plinth £50



Staircase Decor (Includes Small Floral Arrangements, Sash and Candles at the base of stairs) £50



White Aisle Runner 1 metre x 10 metre £100



Floral Aisle Decor £50

## BACKDROPS



Gold 2m Frame Hoop with Vines £175 Neon Sign £30



Voile and Drape Rectangle Frame Backdrop with Floral Sprays £250



Gold Moongate Arches with Florals £200



Fairy Light Backdrop with Vines £200



Sequin Wall £150
Balloons on 2 sides £125, Cake Stand £30, Neon sign £30, Light Up
Numbers £40 each
BUNDLE PRICE £400



Sailboards with Florals £200 Cake Stand £30



Full 1.5m Balloon Hoop £275, Personalised Sign £30 and Pampas Spray £30

### CHAIR SASHES



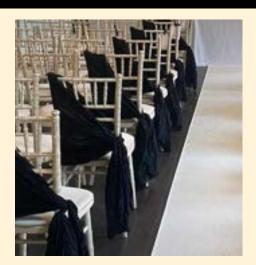
Sage Green Cheesecloth £2 each



Hessian £2.25 each



Lilac Organza £2 each



Black Cheesecloth £2 each



Mocha Cheesecloth £2 each



Dusky Pink £2 each

### CENTREPIECES



Blossom Tree £50 Hanging Candles £10



Gold Frame with Floral Arrangement £40 Hanging Candles £10



White Frame with Themed Floral Arrangement £40 Hanging Candles £10



White Frame with Themed Pampas Arrangement £40 Hanging Candles £10



3 Hurricane Vases with Floating Candles £10 Themed Ribbon £1 per set



Themed Floral Arrangement on Log £20

## TABLE RUNNERS



Pink Cheesecloth £10



Navy Cheesecloth £10



Sage Green Cheesecloth £10



Black Cheesecloth £10



Dusky Blue Cheesecloth £10



Hessian Runner £10

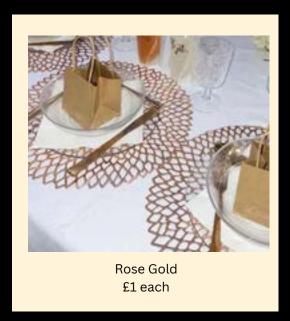
# PLACEMATS











## NAPKINS











### CANDLES



Hurricane Vases (set of 3) with Floating Candles £10 Ribbon can be added for £1 per set



Tall Tealight Candles with Candles (set of 3) £10



Gold Candlestick Holder with Candle (Set of 3) £10



Hurricane Candlestick Vases with
Candles
£10 each



Hanging Candles £10 for 3



Ribbed Tealight Holders £1 each

### CANDLES



Hurricane Vases (set of 3) with Sand and Candles £12 Ribbon can be added for £1 per set

## TABLE ACCESORIES



White Round Table Cloth £15



Black 6ft Banquet Table Cloth £15



Table Numbers £5 each

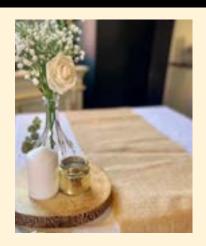


Table Decor We can add items to your card/gift/cake table POA



Personalised Flutes for Place Names & Favours £6.50 each



Blossom Tree for Memory table with Candles £60

# BISCUITS



Plain Biscuit with Personalised Labels £2 each



Plain Biscuit Personalised with Labels £3 each



Floral Design £4 each



Floral Design £4 each



Bride Tribe £2.50 each



Bride Tribe £2.50 each

### **EXTRAS**



Ghost Chairs £10 each (11 available)



White Frame Foldable Chairs £5 each (40 available)



6ft White Round Tables £50 each



Bell Tent £250



Birdcage Stands with Logs £30 for both



Card Box £30



#### DO YOU OFFER DISCOUNTS?

Yes! The more you hire from us, the bigger discount we can apply so get in touch for your free estimate.

#### DO YOU HAVE PAYMENT PLANS?

Yes! However, we only require a small deposit to secure the booking and the final payment isn't due until the week before the event. however, some couples wish to pay in instalments which is fine and we will receipt the payments and adjust the invoice accordingly for the records.

#### WHAT IF I CHANGE MY MIND ABOUT WHAT I WANT?

This is TOTALLY fine. With most weddings, they are booked quite ahead of time and we are all human so we totally understand that your mind on style etc can change. The main thing we say to couples is to pay the deposit and get booked in and then between then and the wedding we will work with you to create the perfect decor for your day.

You are free to amend!

#### WHEN DO YOU SET UP AND TAKE DOWN?

This is venue dependant and we will liaise with you/the venue to find out when the best times for this will be.

#### DO YOU HANG AROUND FOR THE DAY?

This depends if we are needed. If our couples are duplicating the decor and the venue doesn't have the capacity/staff to do this then we can be hired for those extra hours at at our rate of £35 per hour per staff member.

#### WILL YOU SET UP SOME OF OUR OWN ITEMS?

Absolutely! We are very aware that we might not have everything a couple might want on their big day or family members/friends wish to borrow the couple some items so the answer is yes - of course we will, we just need to be aware of what the items are and how many etc so we can allow time for set up of these items.

#### I HAVE ALL MY WEDDING DECOR, CAN WE JUST HIRE YOU TO SET IT ALL UP FOR US?

Yes we can. For this service, we would probably need to visit the venue with you prior to set up to fully understand where you would want everything placed and to get a detailed list of the items you have so we can plan the timings/staff accordingly.



### Wedding Decor CHECKLIST

#### Ceremony

Aisle runner
Aisle flowers/candles/lanterns
Chair sashes/ Aisle sashes
Chair florals
Registry table decor
Ceremony arch/backdrop

#### Wedding Breakfast

Tablecloths
Table runners
Placemats
Napkins
Centrepieces
Candles
Top table decor

#### Signage

Welcome sign
Order of the day
Seating/Table plan
Table numbers
Placenames

#### Other

Card box
Card/Gift/Cake table decor
Blossom tree memory table
Birdcage stands with wooden logs
White & clear umbrellas
Box of blankets
Personalised flutes (perfect for placenames & favours)
Bell tent

### CONTACTINFO

Wedding & Event Decor Specialists & Advisers



Website





Instagram

### CONTACT NUMBERS

Kimberley 07508012607

Claudia 07777664967

**EMAIL** 

info@sortitoutevents.co.uk

WEBSITE

www.sortitoutevents.co.uk

SORT IT OUT LTD

Company number 13493210



Deedictions

2025









Additional to the second of th

Beauty in Blue















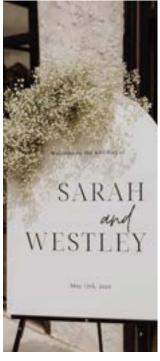
Pretty in Pink













Bold in Black













Gorgeous in Green

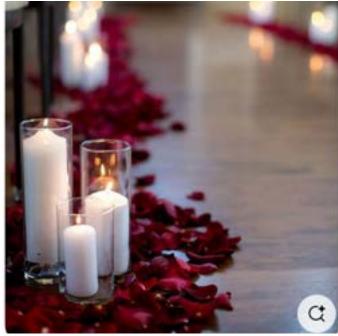












Rich in Red















Bougie in Brown













Moble in Mary













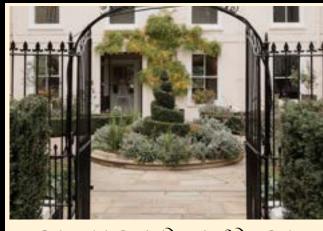


Perfect in Pampas

# WE ARE PROUD TO BE RECOMMENDED SUPPLIERS FOR

# MORDEN HALL





PERFECT ENTRANCE



CEREMONY SPACE







ELEGANCE

