



# *The 7-Point Wedding Day Guarantee*

“WE COORDINATE. YOU CELEBRATE.”

YOUR STRESS-FREE WEDDING COORDINATION SYSTEM,  
DESIGNED FOR PRECISION, LUXURY, AND CALM.

# THE PROMISE OF PERFECTION

*"Your Vision, Our Precision."*

Every couple deserves to enjoy their wedding day, not manage it. At Palamor Events, we operate with military-grade precision and luxury-level calm. From timeline creation to supplier orchestration, our system is engineered to anticipate, prevent, and resolve every possible issue before it reaches you.

This 7-Point Wedding Day Guarantee is your reassurance that your event will unfold flawlessly. We don't just plan weddings - we conduct them like symphonies.

- **Book your complimentary 30-minute consultation today**
- **Email us at [enquiries@palamorevents.com](mailto:enquiries@palamorevents.com)**

# 1. SUPPLIER CONTACT SHEET

*“No unanswered calls, no missing people. Ever.”*

## **Objective:**

Create a living database of every person, supplier, and contact involved in your wedding.

## **Our Process Includes:**

- Master Contact Sheet with every supplier’s phone, email, and on-site representative.
- Backup Contacts: every supplier must provide an emergency alternative.
- Communication Protocols: confirmed response windows and escalation paths.
- Pre-Event Briefing: all suppliers receive your full itinerary and delivery instructions.
- Shared Access: a printed & digital version accessible to planners, venue staff, and emergency contacts.

## **Result:**

Every supplier knows exactly where to be, when to be there, and who to call, with no confusion or crossed wires.

## **Pro Tip:**

Delays usually happen where someone didn’t provide a contact number. We remove that risk entirely.

## 2 . T I M E L I N E C O O R D I N A T I O N

*“Precision means Peace.”*

### **Objective:**

Build a minute-by-minute master timeline that synchronises every moving part.

### **Our Process Includes:**

- Full Day Chronology: from hair and makeup call-time to the last song of the night.
- Supplier Integration: every vendor's schedule cross-checked for conflicts.
- Contingency Windows: built-in buffers to absorb delays.
- Timeline Distribution: digital copies to all suppliers; hard copy for on-site managers.
- Live Adjustment System: we carry real-time digital copies for instant updates.

### **Result:**

A wedding that flows naturally, guests never feel rushed, and every transition feels effortless.

### **Pro Tip:**

Perfection is 90 % preparation and 10 % flexibility.

# 3. PAYMENT TRACKING

*“Financial transparency from enquiry to confetti.”*

## **Objective:**

Eliminate last-minute payment issues or invoice confusion.

## **Our Process Includes:**

- Central Booking & Payment Register: a clear overview which keeps us (and you) informed of all payment milestones. That means every supplier's deposit, balance, and due dates tracked.
- Transparent Invoicing: our fees will be invoiced prior to the due date, as outlined in the payment terms of the contract between you and Palamor Events.
- Quality Verification Checkpoints: we will cross-reference supplier invoices against agreed contracts for accuracy.
- Final Supplier Confirmations: written assurances from each supplier we are managing, confirming receipt of payment prior to your event.

## **Result:**

No awkward payment chasers, no surprise costs.

**Note:** All supplier contracts and payments remain strictly between you and your chosen vendors.

Palamor Events acts as your trusted coordinator, overseeing, verifying, and managing the process on your behalf – while you retain full financial control.

# 4 . DAY - OF CONTINGENCY PLAN

*“Because perfection requires Plan B and C.”*

## **Objective:**

Prepare for every imaginable scenario so the day runs seamlessly no matter what.

## **Our Process Includes:**

- Risk Assessment: weather, transport, health, staffing, power are all evaluated.
- Alternative Plans: indoor/outdoor swaps, supplier replacements (where available), logistics reroutes.
- Emergency Kits: from stain remover to sewing needles, cables to clipboards.
- Crisis Protocol: defined roles and immediate response steps for any disruption.
- Supplier Accountability: each vendor confirms how they'll respond to contingencies.

## **Result:**

Even if something goes wrong behind the scenes, you'll never know it did.

## **Pro Tip:**

A flawless event isn't one without problems, it's one where the problems are solved before anyone notices.

# 5. VENUE & SUPPLIER CONFIRMATIONS

*“No assumptions. Only confirmations.”*

## **Objective:**

Ensure every logistical element is verified and locked in.

## **Our Process Includes:**

- Final Supplier Briefing meeting up to 7 days before your wedding.
- Venue walk-through: design and layout verification, lighting & power access, safety review.
- Setup & Drop off: supplier-specific delivery zones and instructions.
- Final Check-In: written email confirmations from every supplier & venue contact.
- Cross-Verification: final venue requirements provided to and agreed with the venue.

## **Result:**

Every professional arrives prepared, informed, and aligned. Zero confusion, zero downtime.

## 6 . E M E R G E N C Y C O N T A C T S

*"We know who to call, before you realise there's a need."*

### **Objective:**

Maintain guest safety and event continuity with thorough emergency preparedness and professional crisis management.

### **Our Process Includes:**

- Full contact list of all venue and supplier emergency lines.
- Key family member contact cards for quick coordination.
- On-site emergency protocol provided by venue.
- Local hospital, taxi, and hotel details prepared.

### **Result:**

Every scenario has a first-responder plan, handled calmly and professionally.



# 7. FINAL WALKTHROUGH CHECKLIST

*“No assumptions. Only confirmations.”*

## **Objective:**

Ensure every detail from décor to logistics, is verified, coordinated, and approved in advance to guarantee a flawless wedding day.

## **Our Process Includes:**

- Pre-Event walk-through: in the week leading up to the wedding.
- Venue floor plan verification: décor placement, seating chart, catering, entertainment and lighting.
- Supplier Arrival Recon: load-in routes and parking confirmed ahead of time.
- Final Sign-Off: between Palamor Events and the venue contact.

## **Result:**

Nothing left to chance, your wedding is ready for its perfect curtain-raise.

# RELAX! WE'VE GOT THIS COVERED

With our seven systems, your wedding is protected by precision. From the first supplier quote to the final firework, every detail has been carefully orchestrated.

When you book Palamor Events, you're not just hiring a coordinator, you're engaging excellence. We are dedicated to designing and executing timeless events with absolute perfection and heart.

- **Book your complimentary 30-minute consultation today**
- **Email us at [enquiries@palamorevents.com](mailto:enquiries@palamorevents.com)**

If you are considering booking us to plan your wedding, a detailed consultation and proposal is the next step. The fee structure will be discussed at that stage but please note, our total cost will not be calculated until the proposal is delivered.

If you feel more time is required we offer "Power hours", to guide couples at any stage of the Wedding planning process. Each consultation lasts one hour and costs £100. Prior to the meeting, you will complete a form to tell us what it is you need, which enables us to get straight into the detail. During any remaining time, you'll have the opportunity to ask any wedding-related questions and receive tailored advice.