

Main Event

WEDDINGS

STYLING & ON THE DAY  
COORDINATION

2023 PRICING

Styling & Coordination



## Styling & On The Day Coordination

The Full Day Coordination Package places both you and your partner completely in the driver's seat for all of your pre-planning wedding decisions. Main Event Weddings shall provide you with a complete coordination + operations package on the day of your wedding, from sunrise or until your very last guest departs, or as required to complete the tasks required in ensuring a smooth & seamlessly coordinated wedding day. We are stylists, organisers, forward thinkers, industry savvy & most importantly, motivated to create the ultimate, stress free and memorable experience for you, your family & fiancé. 'All-things- weddings' is our inspiration, so if it has a wedding bell attached to it, Main Event shall take care of it... Whilst we may only be required on the day to ensure the smooth sailing, set-up, logistics & coordination of your wedding day, we understand the process that is involved 'behind the scenes' and use these skills to execute the ultimate 'wedding event' for you and your loved one.

## Styling

From here the creation of a styling proposal to suit your ideas, style & theming begins to come together, through the assistance in streamlining ideas, providing a conceptual styling board, complimented with a creatively inspired design brief to describe your wedding do you. Following your approval of our Design Brief & Mood Board, we shall work on a personalised & itemised quotation of all styling services & items to suit your set styling budget, as discussed in our consultation. The styling provided via Main Event Weddings is bespoke and custom ensuring no two weddings are ever the same. We tap into all aspects of trends and modern design elements, and include within our proposal floristry, stationery, cake aesthetics, lighting props, dance floors, furniture, upholsteries & linens, custom glassware, crockery, cutlery, etc. Our in-house styling team shall cover all of your styling and design needs with our florists, graphic designers, sewers & stylists available to create a wedding unique to only you. We not only provide a great level of creative service for your wedding styling, we own a repertoire of stock and supplied to draw from for your wedding. Alongside our preferred industry friends, we shall pull together a concept that is unique to you, and execute with our team to ensure your styling vision is in line with your inspiration for your wedding day. \* Please let us know upon booking if you would like an invitation quotation created for you so we can ensure this process is included within your services

## On The Day Coordination

This package includes a full on-the-day coordination package, which enables you and your partner to enjoy every incredible moment of your wedding day together in a stress free, intimate & rewarding way. With two dedicated wedding coordinators available for up to 16 hours each on the day of your wedding, every attention to detail with meticulous logistical execution shall be followed to ensure you and your guests can simply be a bride, a groom, a mum, or an MC on the day.

This package provides you with complete set-up services based upon you're the styling provision in addition to two dedicated coordinators for up to 16 hours each on the day of your wedding to coordinate your wedding according to a pre-arranged schedule of events created especially for you.

The process commences six - eight weeks prior to your wedding day with a one on one planning consultation. This shall be prepared for in advance with the provision of our complete running sheet provided to you in order to obtain VIP information relating to your suppliers & vendors, VIP guests, catering & beverage selections, ceremony & reception timings & all wedding 'paraphernalia' that you are providing for set-up on the day.

We shall discuss the schedule of events with you for the week of your wedding, which shall commence from the Tuesday. This is they day when we shall ensure all suppliers & vendors have been contacted we shall introduce ourselves to them as their main point of contact for the day of your wedding. We shall ensure your running sheet, once complete is provided to all relevant parties as the 'master' running sheet for your wedding. Wednesday is the day we shall arrange for all {as required} for your wedding paraphernalia to be delivered to the MEW office. This often includes items such as cake knives, photographs of family weddings, iPods etc. Thursday & Friday the running sheet shall refer to all MEW back-of house preparations and Saturday {or Sunday} shall include the complete order of service & schedule of events for your wedding day from 8:00am in the morning {or when hair & makeup arrive}, through to the end of the evening. At our planning appointment we shall discuss the important aspects of your wedding day including the logistics as well as formalized and traditional requirements such as bride's arrival to the ceremony, speeches, your first dance, cake cutting, bouquet toss & farewell proceedings. Every detail shall be discussed and accounted for within your running sheet for the day.

Additionally, we shall ensure that VIP guests are taken care of and accounted for on the day including family & bridal party, as well as guests with dietary requirements, special needs, teenagers & children. On the day we shall ensure we are in two places at once, accounting for all events that shall occur throughout the day. We shall ensure all of your detailing & set- up is completed at both your ceremony & your reception & that your schedule is followed with precision.

Total = \$5,500 inc GST

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Total = \$7,000 inc GST for private property/marquee weddings

We shall brief your MC on the day, prior to the reception commencement time and shall be their 'go-to' throughout the night for all formal announcement and MC duties so that they too can be a guest & enjoy your wedding with you. In the afternoon, MEW shall ensure the check-in of your wedding accommodation and arrange for your bags to be delivered to your room. We shall collect your room key and provide to you @ your reception for a simple arrival to your wedding hotel / accommodation at the end of the night.

After a successful departure of the bride & groom from the reception, MEW shall ensure your wedding paraphernalia checklist of all personal items is accounted for and shall ensure the Mother of the Bride or Groom receives all valuable items to take home on your behalf. We shall ensure the pack-down of your wedding is facilitated accordingly.

To help take the pressure away from you, your Main Event Wedding Coordinator shall ensure all last-minute deliveries + collections are taken care of during the week leading up to reception as required. This may include to and from the venue\*, from the venue\*, to & from your dress maker, to collect your wedding cake, to transport your reception flowers, to collect wedding day stationery, along with all other suppliers associated with your wedding day.

\*Destination pending

## Wedding Planning Schedule

Upon booking your "On The Day Coordination Package" with Main Event Weddings, you shall receive a copy of your booking paperwork, deposit invoice. Following your paperwork receipt, we shall send you our "MASTER Runsheet Template" and guide you through the planning process. You shall also be tentatively booked in for your styling consultation {3 - 5 months prior to your wedding}, and your planning appointment {6 - 8 weeks prior to your wedding}. From here we shall begin the planning & coordination services you have engaged with us, and in accordance with your Wedding Planning Schedule, which you shall also receive at the time of booking your package with Main Event Weddings. The process we follow is timely and scheduled to ensure that you and your MEW Coordinator are on the same page regarding the planning of your wedding and that deadlines are met to the best of our abilities to allow for a seamless, stress free and well organised wedding.

### Notes

As a finishing touch, delivery & transportation of all personal 'wedding paraphernalia' and belongings, along with your wedding gifts shall be arranged to your nominated address(es) post-wedding day. A travel allowance within regions of South-East Queensland\* is applicable with this package, however Main Event Weddings will travel to your ultimate wedding venue at a small per km radius charge upon request. Should your wedding coordination requirements exceed the 16 hours x 2 staff for the day, an hourly rate of \$60.00 applies, per person, per hour. Additional costs for extra staff, travel & vehicle hire may be charged pending your specific requirements and Main Event Weddings shall quote this to you following a consultation to determine your specific needs.

Total = from \$3,300 inc GST

Marquee & Private Residence Weddings will incur an additional \$750.00 fee