

## **Wedding Planning and Co-ordination Services**



## Your Guarantee

We offer a number of wedding service packages for you to choose between depending on the level of service you require. We the only company in Sydney that **guarantees you will save more** than the cost of the service package selected.

**SPECIAL  
OFFER**

**FREE**  
Standard Service Package  
(valued at \$900)



### Some of the many services your wedding planner will co-ordinate:

- Catering
- Drinks
- Marquees
- Event equipment hire
- Lighting and sound
- Decorations
- Reception theming
- Venue sourcing and booking
- Entertainment
- Transport and transfers



Once you start planning your wedding you quickly realise that there are hundreds of decisions to be made in order for your big day to run smoothly, be **enjoyable and stress free**.

Our professional wedding team works closely with you from initial contact right up until the big day. They will share their experiences, help you get the best possible value from your budget and streamline your wedding planning. They follow our tried and tested systematic planning approach to ensure that nothing is overlooked and that everything runs smoothly on the day.

## Why choose Crown Catering & Event Solutions to Plan and Manage your Wedding?

- 1. We guarantee that we will reduce the cost of your wedding by more than the wedding planning charge by negotiating large discounts and wholesale rates with the best suppliers.**
2. Free, no obligation initial site inspection and wedding consultation. Call us today to book yours.
3. Free venue advice and recommendations from our extensive database including over 200 parks and gardens suitable for marquees. Valued at over \$350.
4. Experienced and professional wedding planners follow tried and tested systems to ensure successful outcomes.
5. We specialise in outdoor weddings and have extensive experience in all the special logistical requirements they entail.
6. We can source and book venues and save you time dealing with permits and paperwork.
7. Unique alternate marquee solutions for venues that refuse standard structured marquees.
8. Experts in Sydney Harbour venues including islands and harbour cruises.



Your dedicated wedding planner will be in regular contact to ensure every detail is covered and your specific requirements are met. On the day our team can be there to make sure everything runs according to your detailed wedding plan and can expertly handle any unforeseeable situations.

By choosing Crown Catering & Event Solutions, you can be assured of working with a professional and experienced wedding team who thrive on challenges.



## Wedding Service Packages

	Standard	Silver	Gold	Platinum
Event planner guaranteed to save you at least:	\$900	\$1,990	\$3,490	\$4,900
Personal consultations with wedding planner	1 (once booked)	2	4	Unlimited
Venue option advice and recommendations	✓	✓	✓	✓
Over the phone consultation	✓	✓	✓	✓
Email advice relevant to your wedding	✓	✓	✓	✓
Over the phone advice relevant to your wedding	✓	✓	✓	✓
Detailed site plan	✓	✓	✓	✓
Provide our insurance certificates plus Liquor and Gold Licences	✓	✓	✓	✓
Detailed floor plan	x	✓	✓	✓
Final RSVP count and communication to all suppliers	x	x	✓	✓
Theme creation assistance	x	x	✓	✓
Venue liaison and management	x	x	✓	✓
Coordination with all suppliers	x	x	✓	✓
Wedding insurance guidelines and help	x	x	✓	✓
Sourcing of quotes from suppliers	x	x	x	✓
Detailed wedding budget	x	x	x	✓
Detailed wedding day timeline	x	x	x	✓
Payments to suppliers	x	x	x	✓
Accommodation management	x	x	x	✓
Contingency planning for any manageable unforeseen circumstances	x	x	x	✓
<b>Planning</b>				
Number of co-ordinators present for ceremony	x	1	1	2
Bridal party assistance	x	✓	✓	✓
Check and finalise table settings	x	✓	✓	✓
Check and finalise ceremony garden/set up	x	✓	✓	✓
Ensure groom's party are in order and dressed correctly	x	✓	✓	✓
Meet and greet guests	x	✓	✓	✓
Consult with parking and arrangements	x	✓	✓	✓
Ensure arrival path for bridal party is clear in plenty of time	x	✓	✓	✓
Check off of all suppliers present	x	x	✓	✓
<b>Wedding Day - Ceremony</b>				
Number of co-ordinators present for reception up until first dance	x	1	1	2
Ensure table settings are to desired standard	x	✓	✓	✓
Liaise with caterers and ensure they are organised and ready to serve on time	x	✓	✓	✓
Meet and greet guests	x	✓	✓	✓
Ensure present table/wishing well is positioned and transported to safety once all guests have arrived	x	✓	✓	✓
Liaise with all other suppliers in relation to times and logistics	x	x	✓	✓
Ensure safe OH&S practice is being followed	x	x	✓	✓
<b>Wedding Day - Reception</b>				
Service pricing for weddings from \$5,000 to \$49,999	Free (\$900 value)	\$1,990	\$3,490	\$4,900
Service pricing for weddings over \$50,000 (% of total value)	Free	7.50%	10%	12.50%