



## Event Planning Services

---

*At Fiesta we can appreciate the excitement you have when planning your wedding! However, come the big day all you need to do is to sit back, sip champagne and enjoy your time with family and friends. That's where we can help – we have designed event coordination, management and planning packages that allow you to plan your big day with your vision and allow us to help where you need us to. All the while allowing you to relax and focus on being a bride/groom on your wedding day knowing we have everything taken care of.*

### **“The Basic”**

For a lot of couples their MC, Maid of Honor, close friend or family member would take care of these duties. If you would prefer not to hand over these tasks to a guest then this is the package for you! As an hourly service this not only allows you to enjoy your day with that person you would have had taking care of this, but also enables you to fit the package to your budget while still providing you with the peace of mind that is so much needed on your big day!

This package includes the following:

- Complimentary consultation
- One meeting to go over the details of your event and collect all vendor contact details (Max one hour)
- Point of contact for all vendors on the day of your event
- Oversee vendor installation and setup
- Management of any issues that may arise on the day
- And lastly, peace of mind!

\*This package can be modified as a set up / take down service

***“The Basic” package \$80/hour for a minimum of 4 hours plus applicable taxes***



## **Event Management**

*You've probably heard this service described as "Day of Coordinating" or "Month of Coordinating", but realistically, there's much more than a day or a month of tasks to be completed. Events, especially weddings require extra special attention which means it's going to take a lot more than simply the "day of" or "month of" to coordinate this effectively. For this reason, this package starts 6 weeks before your wedding day which will ensure we are on the same page and no detail is forgotten.*

This package includes the following:

- Complimentary consultation
- Two meetings to go over details of your event. Initial meeting to discuss your vision and the second 4 weeks before to finalize all details relating to the big day. Max 2 hours each meeting.
- Unlimited email, calls and text leading up to the big day
- Meet 4 weeks prior to do a thorough walk through of venue and events of the day
- Discussion of flow of the event day
- Review timeline for the day
- Review vendor contracts
- 8 hours event management service time on the day of the event
- Set up of basic décor (table numbers, seating plans, favours, centerpieces and table linens)
- Oversee vendor installation and setup
- Management of any issues that may arise on the day
- Ensure timeline is followed on the Day of, coordinating with MC and DJ
- And lastly, peace of mind!

***Event Management Package starting at \$1300 plus applicable taxes***



## **Wedding Planning**

*This package begins from the moment you are ready to make your dream a reality. We will be with you each step of the way to guide, reassure, advise and have fun creating your big day ensuring this is a stress free process.*

This package includes the following:

- Everything included in the Event Management package plus:
- Five meetings to go over details of your event. Max 2 hours each meeting
- Budget Guidance
- Assistance with venue and vendor sourcing
- Two site visits to discuss vision
- Assistance with design of “day of” timeline, contact sheet and floor plan
- Primary contact with all vendors one week prior to event
- Communication with vendors to confirm details and timing
- Two event coordinators on the day of (one Event Manager and one assistant)
- 12 hours management service time on the day of the event
- Distribution of final vendor payments

***Wedding Planning Package starting at \$3500 plus applicable taxes***