



*Memorable Moments, Perfectly Planned*

SAWC Planners  
647-929-0436  
www.sawcplanners.com  
info@sawcplanners.com

## **Elegant Partial Planning Package-**

*Ideal for wedding couple that has booked less than 50% of their vendors*

- Initial consultation to determine the level of involvement required
- Creating a wedding budget by assigning dollar amount to each vendor category.
- Creating a wedding inspiration board **to get an idea of the couple's vision**
- Providing access to our preferred list who have offered deep discounts to our clients.
- **Meeting and negotiating with FIVE vendors and researching to get the best price for exceptional service/ premium product. Extra vendor meetings for \$150 per vendor**
- **Upto 3(2 Hour) Meeting including Budgeting, Status update and timeline meeting.**
- Bridal Organizer for the wedding couple.
- Complimentary moneybox rental or 25 elegantly designed table numbers.
- One Lead coordinator and one bridal coordinator to be on site for 12 hours\*\*
- Coordination of the wedding/ reception event (does not include pre-wedding events)
- Provide templates for final agenda and seating arrangement to the couple
- **Schedule and attend the** final venue meeting to finalize:
  - floor plan
  - final agenda
  - menu
  - ensure co-ordination with the MC and DJ
- Unlimited emails **and/** or phone calls
- Create an alphabetical guest list after receiving the final RSVP's from guests (3 days prior to the wedding date)
- Wedding Manager and a Lead coordinator on site for 12 hours\*\*
- **Co-ordinator will ensure all vendors arrive/ deliver/ set-up as per the agenda**
- **Ensure that vendor/ venue contracts are adhered to regarding:**
  - Deliveries
  - Timing/ schedule
  - Product setup/ placement
  - Services rendered



SAWC Planners  
647-929-0436  
www.sawcplanners.com  
info@sawcplanners.com

*Memorable Moments, Perfectly Planned*

- Final vendor payments will be regulated and confirmed by our team
- Execution of details which will include, but not limit:
  - Setting up place cards/ seating chart/ receiving table/ menu cards, etc.
  - Provide a thorough check of the hall appearance, vendor services etc
  - Set up the sweetheart table/ head table for couple
  - Take control of all last-minute items that may arise
- Guests will be greeted by a team member and assisted as they arrive and will be assisted with place cards or seating chart.
- Continuous contact with the venue manager or captain assigned to advise on any changes or special requests
- Test all the audio visuals provided for entertainment and sync the entrance songs with the DJ
- Co-ordinate the line-up of the Bridal party for the entrance
- Ensure that the program follows the agenda as outlined by the coordinator and couple. This includes, but is not limited to:
  - Speeches (family/ friends will receive reminders before they are called)
  - Dinner service (ongoing coordination with venue/ kitchen staff )
  - DJ/ MC coordination with timing and
- Provide assistance with any family/ friends photo sessions.
- Will confirm with a trusted family member that the money box is emptied regularly in the bridal suite safe
- Courtesy toiletry baskets will be placed in the Men's and Women's washroom with useful items such as advil, band aids, deodorant, mints etc.
- Providing extraordinary service to the wedding couple so they can truly enjoy their wedding day