



Lady Bubbles specialises in a range of bespoke services which are tailor - made for professionals who have a demanding lifestyle. To create a truly memorable day requires time, effort, planning and efficiency - elements which are in short supply within our busy society.

Let Lady Bubbles remove the stress of planning your ideal wedding and guide you in creating a beautiful and wonderful day that guests will speak of for years to come 😊!

FULL WEDDING / EVENT PLANNING AND CO-ORDINATION

Detailed outline of services:

Preliminary:

- ❖ Planning and co-ordination of your entire wedding day
- ❖ Guidance on understanding your ideal vision for your wedding
- ❖ Assistance with determining your wedding budget
- ❖ Discussion of guest list and number of attendees and how this impacts your budget

Detailed list of services:

- ❖ Initial meeting (2 hours) with bride & groom
- ❖ Additional 3 meetings of 2 hours with bride & groom
- ❖ Unlimited email and telephonic communication between bride & groom*
- ❖ Assistance and guidance with suitable venue selection for both your ceremony and reception (site inspection can be arranged)

- ❖ **Assistance in sourcing the following suppliers:**
 - Wedding stationery: Invitations, Seating chart, Place cards, etc.
 - All décor elements which includes unique and quirky touches
 - Flowers and floral décor elements
 - Legal advisor for assistance with pre-nuptial agreement
 - Photographer and videographer
 - Caterers and guidance with tastings or wine pairings

 - Cake or additional creative dessert suggestions



- Hair stylist and make-up artists
 - Accommodation near or at your venue
 - Transportation to and **from** your venue
 - Children's entertainment and babysitting
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- ❖ The negotiation of prices with vendors and various suppliers to suit your unique budget
 - ❖ Booking and confirmation of the suppliers / signing of contracts or agreements
 - ❖ Setting up meetings with confirmed suppliers / vendors
 - ❖ Management of payments and the deposit schedule
 - ❖ Communication with all suppliers and vendors involved with the wedding preparation
 - ❖ Briefing of suppliers / vendors and management of timeline to ensure the day flows smoothly
 - ❖ Preparation of time schedules and checklists before the wedding day
 - Provide supplementary wedding party checklists for the Maid of Honour, Bridesmaids, Best Man and Groomsmen
 - ❖ Assistance with the wedding rehearsal
 - ❖ Coordination and overseeing of the wedding ceremony and reception on the day
 - ❖ Management of deliveries from suppliers and vendors in the lead-up to the wedding (delivery date / time can also be determined by the venue)
 - ❖ Onsite wedding coordination: Includes - Set-up, Wedding and Breakdown days
 - ❖ Assistance to the bridal party
 - ❖ Traveling to meet suppliers as well as showcasing suppliers of the venue
 - ❖ Handle any complications should they arise with suppliers
 - ❖ Coordination and collection of gifts and delivery to a prearranged place