



*I Do For You*  
EVENT PLANNER

## HACKTHORNE GARDENS WEDDING PLANNING

*This package includes:*

**from \$2,797**

### **Set Up & Pack Down**

Prior to your wedding day, we will have a meeting where we will discuss every aspect in detail. Our goal is to cover all bases and ensure that if anything doesn't go as planned, we are can confidently take action on your behalf while keeping your vision in mind.

This package can include:

- Set up on the day. (4 hour min)
- Ceremony area set up
- Reception area set up
- Communication with suppliers
- Delivery management
- Ensure everything arrives as planned
- Pack out on the night of the wedding (3 hour min)
- Package up hired items

### **On the Day Coordination**

Before your wedding day, we will go through a comprehensive checklist to ensure that every aspect has been organized and that we have all the necessary contact details.

We will discuss the setup and flow of your wedding day, ensuring that everything is arranged exactly the way you envision.

This package can include:

- Pre wedding consultation to confirm details
- On-site presence for 8 hours
- Ensure all deliveries arrive on time
- On-the-day contact for all suppliers
- Greeting guests
- Distributing flowers
- Coordinating ceremony music
- Assisting with group photos

***Additional services can be added to this package, including supplier research, run sheet creation, and comprehensive consultations.***