



Take your wedding to new heights

WEDDING PLANNING

CALGARY: 403-831-5867

EDMONTON: 780-296-5740

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WE HELP YOU

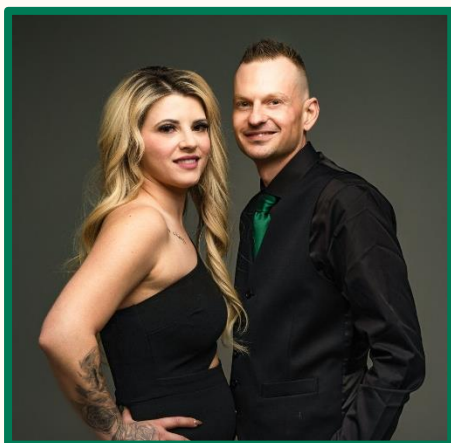
THROUGH THE ENTIRE PROCESS!

Incredible Service

From the moment we connect, we will begin to assist you on venue details, timelines, catering, menus, and décor rentals. We aim to craft a careful plan forward that will ensure complete success! Our main goal is to build a genuine connection with you - well before the most important elements of your event fall into place!

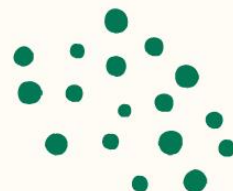


Unlimited Correspondence



We make ourselves available for unlimited meetings with one month remaining. A venue walkthrough can help in visualising plans clearly. We can assist you with planning all elements, including the most specific logistics for your event. We always create several backup plans to ensure perfection on your big day!

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SIMPLE COORDINATION

OUR SERVICE TO YOU

Our Day-of Coordination Package is thoughtfully designed to take the stress off your shoulders so you can fully enjoy your special day. As your dedicated coordinators, we ensure all the pieces come together effortlessly, managing every element with precision, care, and attention to detail. From conducting thorough pre-event walkthroughs to confirming seating arrangements and assisting vendors, we're always behind the scenes making sure everything runs like clockwork. We act as your on-the-day problem solvers, ready to handle any unexpected hiccups and ensure your vision is brought to life exactly as you imagined. With our experienced team by your side, you'll have the peace of mind to savor every special moment while celebrating with your loved ones.

THE FINER DETAILS

- Unlimited emails
- Compile a day of schedule
- Develop detailed floor plan
- Tips for vendors & venue
- Create an event timeline
- Coordinate event logistics
- Complete a walk-through of sites
- Ensure equipment is functioning
- Communicate with event staff
- Oversee catering is served on time
- Welcome and assist guests
- Monitor event timelines
- Liaise with vendors and venue
- Assistance with emergencies

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EXPERT COORDINATION



OUR SERVICE TO YOU

Our *Expert Coordination Package* takes your event to the next level with comprehensive planning and management, starting well before the big day. We help define your event's objectives, refine its style, and bring your vision to life through thoughtful décor and branding coordination. With consultations and emails, we're by your side to ensure every detail is handled, from vendor selection and contract reviews to creating timelines and planning schedules. On the day of the event, we oversee everything—managing décor setup, coordinating vendor check-ins, ensuring the flow of events, and even handling teardown and rental returns. With us managing the behind-the-scenes, your event is guaranteed to be stress-free, beautiful, and unforgettable.

THE FINER DETAILS

- Plan event décor and branding
- Coordinate vendor details
- Develop detailed floor plan
- Venue and vendor selection
- Assistance with music
- Review all vendor contracts
- Tips for vendors & venue
- Execute a planning schedule
- Coordinate event logistics
- Coordinate full décor setup
- Arrangement of venue space
- Coordinate check-ins
- Coordinate event teardown
- Return of rentals if necessary



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FULL PLANNING



OUR SERVICE TO YOU

Our *Full Planning Package* offers a complete, start-to-finish planning experience, perfect for creating a flawless event without the stress. We take charge of everything, starting with defining your vision and objectives, managing your budget and payments, and crafting detailed design and vision boards. From booking venues and vendors to attending meetings and reviewing contracts, we ensure every decision aligns with your goals. We oversee every logistical detail, from floor plans and seating arrangements to timelines and event flow, ensuring a seamless experience. On the day, we manage décor setup, vendor check-ins, catering, and guest assistance. With our meticulous planning and execution, your event will come to life as a stress-free, perfectly orchestrated celebration.

THE FINER DETAILS

- Full budget management
- Create payment schedules
- Selection of vendors & venue
- Full vendor / venue bookings
- Create design / vision boards
- Attend all vendor meetings
- Review all vendor contracts
- Create an event timeline
- Create seating arrangements
- Plan event décor and branding
- Complete venue/ decor set-up
- Ensure services from vendors
- Full management of day's events
- Full clean-up of venue



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EXTRA ELLEGANCE

- **Wedding stationery and invitations**
 - Custom-designed wedding invitations, save-the-dates, programs, menus, place cards, and stationery items to match the wedding theme.
- **Wedding favors and welcome bags**
 - Personalized wedding favors or welcome bags for guests, to help in creating a memorable token of appreciation.
- **Guest accommodation and travel arrangements**
 - Assistance with arranging hotel accommodations, transportation, and itineraries for out-of-town guests or destination weddings.
- **Bachelor & Bachelorette party**
 - Booking and organizing the venue and activity. On-site coordination is also available upon request.
- **Post wedding brunch coordination**
 - Coordination of intricate details regarding your family brunch after the event.

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EXTRA EXCITEMENT

FUN THINGS *(Additional Costs)*

- 10 LED wash lights for your venue
- Chair covers / table linens
- Full candy or popcorn bar
- Provide projector and screen for slideshow
- Sound system with wireless mic for reception
- Provide emcee services for reception
- Outdoor games pack 1 (Giant Jenga, Connect 4 and Bean Bag Toss)
- Outdoor games pack 2 (Kerplunk, Beer Pong, Bocce Ball, Yahtzee)

COOL TOUCHES *(Additional Costs)*

- Attend night-before rehearsal
- Ceremony arch rentals
- Digital photo booth for 4 hours
- DJ and dance floor lights for 4 hours
- Custom colour glass gobo with logo
- Set off sparklers for dance floor (5 shots)
- Provide table centre pieces
- Create professional picture slideshow



LEARNING

ABOUT YOUR EXPECTATIONS!

Connecting With You

Our main objective is to build a bond with you! Our process begins by getting to know your style, preferences, and budget. We create a plan for your event day and provide you with expert advice! From there, we construct a timeline that will intricately fit the needs of your unique event.



Meeting Your Needs

Your requirements are important! Throughout the coordination process, our team will provide guidance and recommendations to help you make informed decisions. Our team values your individuality! Every event is an opportunity to go above and beyond to meet your wildest expectations!



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CREATING

THE VISION OF YOUR DREAMS!

Making The Plan

We can offer and suggest countless local venues that meet your needs! We make experienced recommendations for décor and layout! For over a decade, our team has connected with an elite list of reputable vendors! This network of industry professionals makes up our vendor list!



Keeping To Budget



We help you become aware of any costs that arise! We are diligent in identifying hidden fees that arise such as service charges, taxes, or gratuities! We have some great ideas on how to save costs – and keep your wedding spending exactly to budget! We think it's important to keep tabs on creeping costs!

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ARRANGING

THE SPECIFIC TIMELINE YOU DESIRE!

Vendors & Venues

By choosing our company, you unlock a world of value and benefits. We bring expertise and creativity to the table, but we also have flourishing established relationships with the top vendors in the industry. This includes the very best commissioners, florists, caterers, photographers, videographers, and DJs!



Details & Designs



We work with you to completely design the look and feel of your wedding from start to finish! There are countless details to consider – let us help you through. We can advise you on options for great color schemes, center pieces, and floral arrangements! We stay truly mindful of your desires and go the extra mile!

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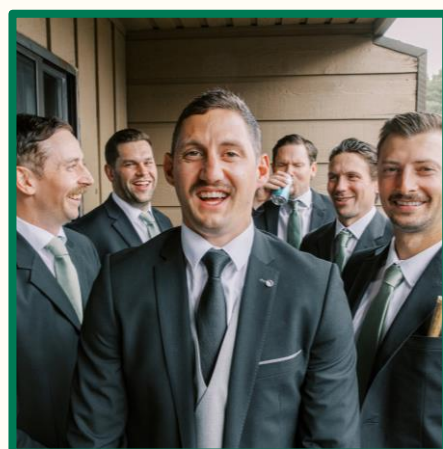


REHEARSING

BECAUSE PRACTICE MAKES PERFECT!

Run-Throughs

Your vendors will likely have specific timings and requirements they need to adhere to complete their work. We make sure we work out all the kinks with a dress rehearsal or day of run-through! Our team considers your needs for preparation and ensures that everything is rehearsed thoroughly.



The Big Day



Our team of planners coordinate with all vendors to ensure a prompt arrival. We are an important liaison between yourselves and your vendors to keep communication on track! We are on site to solve issues with efficiency, while keeping things running smooth. We accommodate any pivots with a positive attitude!

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CALIBRATING

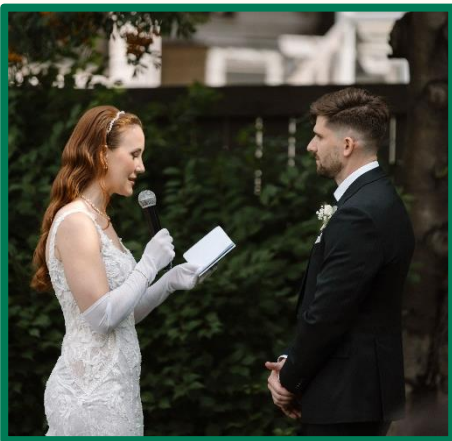
SO, YOUR EVENT RUNS SMOOTH!

Communication

We are always organized, punctual and respectful of your valuable time and opinions. Your vendors have requirements to adhere to! Our team always considers the needs of your vendors to ensure that everything runs to plan. Connecting with vendors is important – we are here to help in this tough process!



Coordination



It is finally time to execute our comprehensive plan for your wedding! Trust in our skills and experience to keep your day fun, exciting, and stress free! We work to meet your vision and run our projected timeline. You can expect us to remain on-site all day! We set-up, take-down, and help with everything in between!

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