



360on62 Wedding Planning Packages

Mini Planning Package

We have an initial video call meeting (max 1 hour), where we briefly discuss the necessary and confirm the booking. Six months before your wedding our service starts where we will prepare an in-depth function sheet for the wedding day, create timeline and layouts. One to two months before your wedding we do a final meeting to confirm everything (this can be either video call or in person at the venue).

Package includes:

- Initial video meeting to discuss our role in particular and to share info & ideas.
- SIX MONTHS before your wedding we will work together to compile a function sheet containing the schedule for the wedding day, the contact details of all suppliers involved at the wedding, the setup for ceremony, pre-drinks and reception, MC list and any additional information with regards to the wedding, such as the set-up and breakdown times, decor lists, menu choices etc.
- Sharing layout and timeline with all service providers three to four weeks before the wedding and take over all communication. Please note that for this package, sourcing of and dealing with suppliers is your responsibility.
- Wedding rehearsal supervision and guidance/run through of the program (normally the day before the wedding).

- **On site coordination and supervision of your wedding (setup starts Fri/Sat):**
 - Sound check run through with sound and entertainment service providers.
 - Briefing and guiding the MC on the proceedings.
 - Cueing the DJ, Kitchen and MC at key moments as closely as possible and ensure that the timeline is adhered to.
 - Coordinate and assist your wedding team in the layouts of tables, chairs and other furniture.
 - Coordinate and assist in setting of tables – linen, cutlery, crockery, glassware, guest names, guest favours and candles (no flowers).
 - Lighting of candles before guests are seated.
 - Ensuring gifts are all collected and safely stored.
 - Managing and briefing of all staff.

- **After the wedding:**
 - Clearing up of décor etc to return the venue to the condition pre-wedding. Please note that this is not inclusive of general cleaning, which needs to be arranged separately.

Price Structure and Rates

On the Day Coordination Package Fee: R12 000

[Terms and Conditions Apply]

Full Planning Package

This package is designed for wedding couples who want to be part of the planning details, but don't have time to do everything themselves. Teamwork plays a crucial role as we will plan it together and share many ideas. Our focus is to become part of your thoughts and ideas to ensure that your wedding day is as close as possible to the perfect day you plan to have. We will assist with ideas, quotes, plans, site visit, mockup etc.

Package includes:

- Initial video meeting / site visit to discuss our role in particular and to share info & ideas.
- Accessibility by e-mail or phone for questions from 12 months before the wedding.
- Wedding plan and structure (adding all ideas together)
- Assist in planning and sharing ideas regarding the layout, timeline, décor, furniture etc.
- Completing the function sheet (with your help) containing the schedule for the wedding day, the contact details of all suppliers involved at the wedding, the setup for ceremony, pre-drinks and reception, MC list and any additional information with regards to the wedding, such as the set-up and breakdown times, decor lists, menu choices, etc.
- Coordinating and sourcing of suppliers
- Attendance during your flower and décor mock-up or last planning meeting at the venue.
- Assistance in budget calculation and keeping track of payments (you are responsible for payments)
- Sharing layout and timeline with all service providers three to four weeks before the wedding and take over all communication.

- Wedding rehearsal supervision and guidance/run through of the program (normally the day before the wedding)

- **On site coordination and supervision of your wedding (setup starts Fri/Sat):**
 - Sound check run through with sound and entertainment service providers.
 - Briefing and guiding the MC on the proceedings.
 - Cueing the DJ, Kitchen and MC at key moments as closely as possible and ensure that the timeline is adhered to.
 - Coordinate and assist your wedding party in the layouts of tables, chairs and other furniture.
 - Coordinate and assist in setting of tables – linen, cutlery, crockery, glassware, guest names, guest favours and candles (no flowers).
 - Lighting of candles before guests are seated.
 - Ensuring gifts are all collected and safely stored.
 - Managing and briefing of all staff.

- **After the wedding:**
 - Clearing up of décor etc to return the venue to the condition pre-wedding. Please note that this is not inclusive of general cleaning, which needs to be arranged separately.
 - Communication with all service providers regarding any queries or post wedding invoices.
 - Helping try retrieve any lost items from ceremony or reception venue.

Price Structure and Rates

Full Package Fee: R22 000

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