

SOCIAL EVENTS

We all love social events, however, we understand that planning a social event can be quite stressful. Whether it's a birthday party, anniversary dinner or baby shower, we have got you covered. Our services range from proposing different themes and creative ideas to ensure your event is fun filled, to organising your vendors and designing and styling your venue.



With full event planning, we take on all the planning and preparation responsibility. We will be there from your first vendor negotiation till the departure of your last guest, making sure the programme runs smoothly and everything goes according to plan. We are here to take the stress off your shoulders and exceed all your expectations.

For our clients who want to plan and organise their own events, we also provide event coordination and support services. We will provide you with on-going event planning support and come on board to tie up all loose ends to ensure a seamless delivery of events. We will coordinate all aspects of the event on the day from set up to set down.



SOCIAL EVENTS

Event planning and coordination

- Our full planning services include the following:
 - Complete event production and design
 - Creating an event budget and working within the agreed budget
 - Vendor sourcing and negotiation. This includes but is not limited to:
 - Venue sourcing and hiring
 - Catering and menu selection
 - Venue styling and floor plans
 - Photography and Videography
 - Audio visual
 - Music and Entertainment
 - Hair and Makeup
 - Party favours
 - Production of the event programme
 - Promptly dealing with all client and vendor queries
 - Reviewing of all vendor contracts, ensuring the client gets the best value for their money
 - Liaising with and management of vendors throughout the planning process and on the day of the event
 - Communicating with all vendors and providing them with all the information they need regarding the event
 - Comprehensive event day coordination from venue set up to set down.
 - Coordination and management of all vendors on the event day
 - Guest management

Coordination and support

Our Event Coordination services include:

- Professional advice and guidance throughout the whole process, providing you with an event planning tool to assist you throughout the process
- In depth consultation 8 weeks before your event
- Production of event programme and itinerary
- Reviewing of all vendor contracts and confirmation of vendor services 6 weeks prior to the event day
- Communicating with all vendors and providing them with all the information they need regarding the event.
- Site visit to the venue and vendor's meeting
- Coordination and management of all vendors on the event day
- Comprehensive event day coordination from venue set up to set down.
- Ensuring everything runs smoothly and according to the schedule and dealing with any issues that may arise
- Guest management

