



WEDDING PACKAGE



*Mudgee*  
**EVENT**.co.

# WEDDING PACKAGE INFORMATION BOOKLET

Hi, I'm Jess!

I've worked as an Executive Assistant for many years and my absolute favourite aspect of that role was organising events! It wasn't until I moved to Mudgee with my husband and young family that I realized that this is the perfect place to turn my passion into a career! Mudgee has so much to offer with countless wineries, amazing caterers, picturesque photo opportunities and an abundance of talented professionals.

I am here to take the stress out of planning your event. With my knowledge of local suppliers, attention to detail and creative ideas, together we can bring your wedding day to life.

I would be delighted to work with you to plan and coordinate your Wedding Day!





# WEDDING PLANNING AND COORDINATION PACKAGE \$1480

- Initial meeting to discuss vision and budget
- Discuss a list of local suppliers and identify which suppliers may be suitable to pursue
- Provide quotes from selected suppliers for you to compare and review
- Engage selected suppliers
- Continued correspondence via phone and email in the lead up to your wedding
- Liaise with and manage payment timeframes for payments and selections with your suppliers
- Preparation of a detailed run sheet for the day of your wedding
- Presence on the day of your wedding to assist with set up and to ensure the smooth running of your event.
- Liaison with suppliers and guests on the day



## ON THE DAY WEDDING COORDINATION PACKAGE \$875

- Initial meeting to discuss your vision and your chosen suppliers
- Onsite meeting at your chosen venue to clarify the finer details
- Liaise with and manage suppliers regarding arrival time, set-up, pack down etc
- Preparation of a detailed run sheet for the day of your wedding
- Presence on the day of your wedding to assist with set up and to ensure the smooth running of your event.
- Liaison with suppliers and guests on the day



# WEDDING PLANNING AND STYLING PACKAGE \$1980

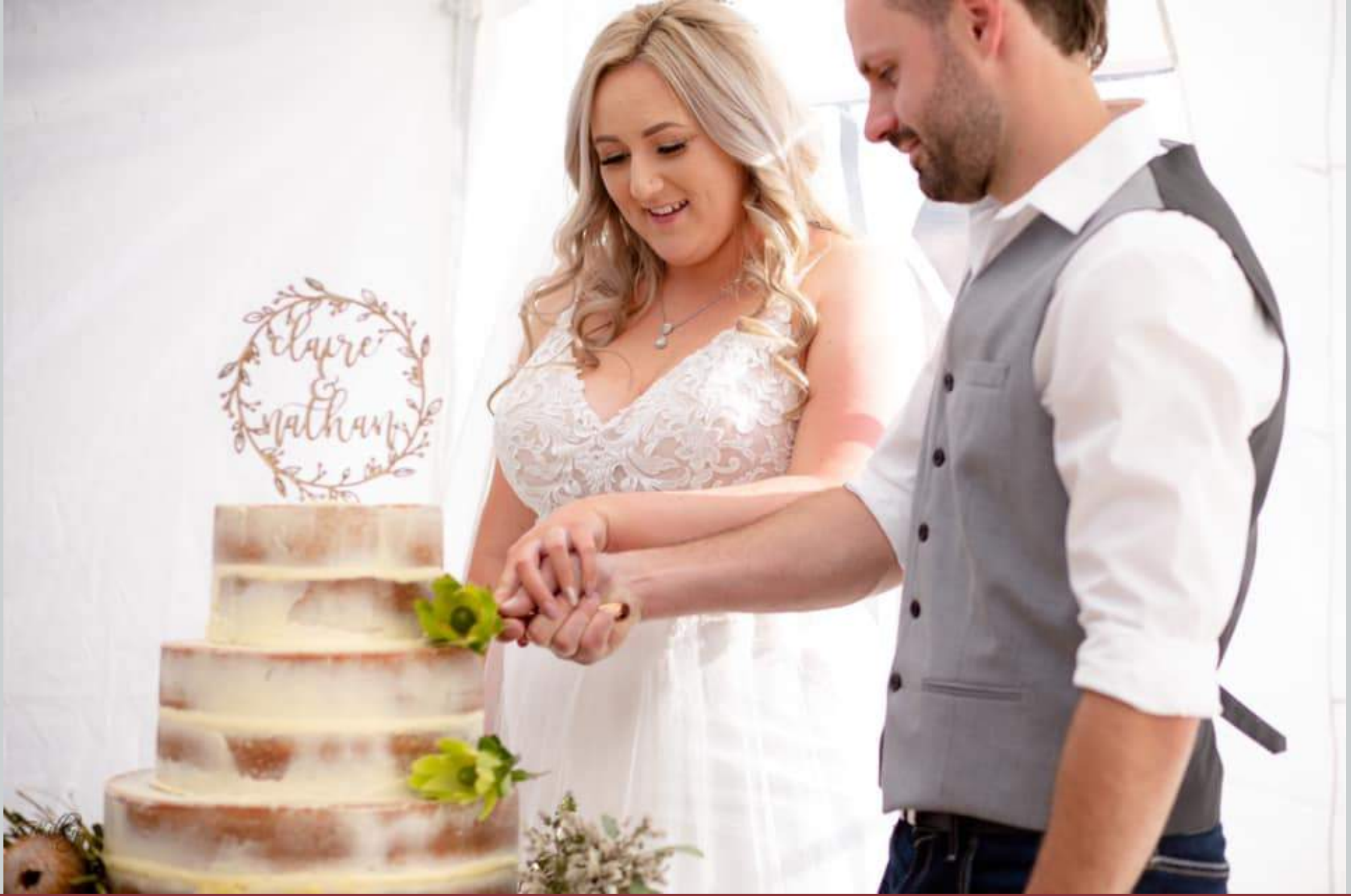
All that the 'Wedding Planning and Coordination Package' has to offer plus;

- Initial meeting to discuss your vision
- Onsite meeting at your chosen venue to clarify the finer details
- Set up of vision board as per our discussions in initial meeting
- Discuss, view and select items up to \$300 value from our styling inventory. (Additional Items can be added at extra cost)
- Coordination of additional vendors if required for styling purposes (Florist etc)
- Full set up on the day



# WEDDING STYLING PACKAGE \$680

- Initial meeting to discuss your vision
- Onsite meeting at your chosen venue to clarify the finer details
- Creation of vision board as per our discussions in initial meeting
- Discuss, view and select items up to \$250 value from our styling inventory. (Additional Items can be added at extra cost)
- Coordination of additional vendors if required for styling purposes (Florist etc)
- Full set up on the day



# TERMS AND CONDITIONS

## CONFIRMATION

A deposit of 50% is required to confirm your booking. You will receive a remittance advice to confirm all payments made.

## PAYMENT SCHEDULE

Second and final payment due 1 week prior to event.

## TRAVEL

Travel is included within a 30km radius from Mudgee NSW. Any travel outside of that radius will incur an additional fee per trip.

## CANCELLATION

In the case of a cancellation, any payments already made will be retained. In the case of unforeseen circumstances causing postponement of your event any payments already made can be transferred to the new event date.

## TESTIMONIALS AND USE OF PHOTOGRAPHS

Mudgee Event Co. would love to hear of your experience with our service and would appreciate your permission to share some photos from your event on our social media outlets. We also invite you to tag us in your social media posts by using our handles @mudgee.event.co and #mudgee.event.co

## ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

In paying the deposit, these terms and conditions are binding.



## CONTACT ME



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Planning | Coordination | Detail

  [mudgee.event.co](https://www.mudgee.event.co)