



EVENTS

BY ADE



About Us

Adeola (Ade) Ogundele found **Events by Ade** with one goal in mind: to design and produce creative and unforgettable events for every occasion. From small intimate affairs to medium-scale parties, we strive to plan and execute events that not only aim to impress, but also create unique experiences for our clients and their guests that last long after the fun is over.

Events by Ade is a full-service Event Planning Company dedicated to creating unforgettable events for a wide range of clients and different industries. We combine seasoned knowledge with inspiration and ingenuity, transforming venues and providing your guests with truly unique experiences. Contact us so we can start working together to plan your perfect event.



Full Wedding Planning Service

This is the ultimate collection for the couple that understands the overwhelming, stressful details involved in budgeting, designing and planning a wedding and wants the luxury of having all the details professionally managed from start to finish. From a bride who has so many ideas and no clue where to start or too busy to plan and coordinate the wedding, this will package will be ideal for you.

This service will provide a stress-free experience and the true feeling of being a guest on your wedding day.

Some of the services prior to the wedding day:

- ♣ Included and not limited to, bi-monthly face-to-face meetings, to go over wedding details
- ♣ Assist with wedding design (Anything flowers, wedding details i.e. linens, chargers, stationary etc.)
- ♣ Coordinate and attend most vendor and wedding related meeting
- ♣ Vendor communication
- ♣ Create comprehensive event time schedule for vendors and wedding party
- ♣ Assist in coordinating and contracting transportation for you and your guest
- ♣ Access to consultant for related questions (via phone or email)
- ♣ Create and attend to a personal wedding checklist, so that nothing gets overwhelming and every detail is accounted for
- ♣ Assist in venue floor plan and layout
- ♣ Provide recommendations and or suggestions
- ♣ Distribute a short version of the timing of events to your wedding party
- ♣ Confirm contracts and timing of events with all vendors
- ♣ Wedding rehearsal coordination and management

Services on Wedding Day:

- ♣ 12 hours onsite coordination
- ♣ 2 Wedding coordinators on site
- ♣ Bride and Groom Emergency kit
- ♣ Meet vendors at site deliveries and setup
- ♣ Assist with ceremony design and setup

- ♣ Manage the timing of your events with family, wedding party and guests
- ♣ Allocate the gratuities to vendors
- ♣ Supervise wedding breakdown

Starting At \$4,750



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Partial Wedding Planning Services

Like the Full Wedding Planning, our package would be a luxury service for the couple. We will be responsible for most of the planning but in this case, the couple would also do a great amount of the planning. We recommend this service to couples that want the best of the best, but also would like to save some of their resources by doing a bit of the groundwork themselves. Some of the services prior to your wedding day:

- ♣ Bi-Monthly face to face meetings to go over wedding details (i.e. design and décor, vendor duties and negotiations, timeline of activities)
- ♣ Schedule entire project management
- ♣ Coordinate and attend some vendor and wedding related meetings
- ♣ Create a comprehensive event time schedule for vendors and wedding party
- ♣ Assist with coordinating and contracting transportation for you and your guests
- ♣ Provide professional vendor referral choices of at least three per service
- ♣ Access to consultant for related questions (via phone or email)
- ♣ Create a personal wedding checklist, so that nothing gets over whelming and every detail is accounted for
- ♣ Unlimited recommendations and or suggestions (i.e. creative ideas, budgeting, etiquette)
- ♣ Assist in creating or supervise wedding design
- ♣ Confirm contracts and timing of events with all vendors
- ♣ Direction of the rehearsal and coordination of rehearsal dinner

Services on your wedding day:

- ♣ Oversee all vendor commitments and make sure they are fulfilled to your standards
- ♣ Manage the timing of your events with family, wedding party and guests
- ♣ 2 Wedding coordinators onsite
- ♣ Use of Emergency kit
- ♣ Be your eyes and ears throughout the day so you can relax and enjoy the loving memories
- ♣ Supervise wedding breakdown

Starting At \$3,500



Day of Coordination

Our Day of coordination is perfect for our couples who prefer to plan their own wedding but want to hire a professional for some peace of mind the month prior to the wedding and more importantly on the wedding day.

The following services are included on our Month of Coordination package:

DURING THE MONTH OF Initial consultation meeting “The Handoff” A master schedule of the wedding communicating the details and confirmation with the venue and vendors.

- ♣ During the hand off the following should be included: Final floor plan/seating, chart/guest count, music selections and speeches, menu & meal selections. Furniture and rentals, Hair and Makeup timing and schedule. Quantities of flowers, décor setup and delivery. Limo/Transportation pickups and drop offs. Must have photos and photography locations, final payments and gratuities.
- ♣ 2 hours wedding rehearsal coordination and management

ON THE DAY OF:

- ♣ Full day coverage by a Month of Coordinator and an assistant
- ♣ Implementation and overseeing of the wedding day schedule
- ♣ 2 Wedding Coordinators onsite
- ♣ Assisting Photographer in organizing family and bridal party for portraits
- ♣ Setting up day-of-details (i.e. guest book, place cards, ceremony programs, guest favors)
- ♣ Distribution of final payments & tips to vendors.

Starting At \$2,000

◇ *A La Carte Services Available at an Additional Charge.*



Wedding Design

We have got your back when it comes to designing and executing your vision with a touch of Events by Ade for your wedding, parties and corporate events. We tailor your décor to suit your events. We have the Wedding Event Design Plan and the Social Event Design Plan

The Wedding Event Design package, includes the following;

- ♣ Design Consultation
- ♣ Four Planning Meetings
- ♣ Personal flowers (includes bouquets and boutonnieres)
- ♣ Customized Ceremony Decor
- ♣ Guest Table Design
- ♣ High - Low Centerpieces (include floral or candle centerpieces)
- ♣ Linens for Guest Tables (includes overlays or/and underlays)
- ♣ Matching chair cover design/or specialty chairs
- ♣ Matching table napkins
- ♣ Charger plates to match the décor
- ♣ Place card table décor
- ♣ Gift table area Décor
- ♣ Cake area décor (to include linens and accessories)
- ♣ Sweetheart table décor (includes background draping, specialty linen and table floral arrangement)
- ♣ Specialty Leather chairs for bride and groom
- ♣ Custom wedding monogram on dance floor wrap
- ♣ Specialty charger plates, backdrops and up lighting

Starting at \$2,000

Contact

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