



All the Trimmings
WEDDINGS & EVENTS

Wedding Packages, Event Prices, Terms & Conditions

Petit Fête Starting at: **\$3,750**

This package is designed and recommended for couples that wish to have a small & intimate wedding of up to 30 people and require full planning services. Up to 25 hours (minimum) are devoted to “pre, during and post” wedding coordinating services with a full 10 hours dedicated to your actual wedding day.

Grande Fête Starting at: **\$6,000**

This package is designed and recommended for couples that wish to have a larger wedding of 30 people or more and require full planning services. Up to 40 hours (minimum) are devoted to “pre, during and post” wedding coordinating services with a full 10 hours dedicated to your actual wedding day.

*For every 10 additional guests over 30 people, add \$200

These services allow you to relax, and enjoy every moment of the planning process with peace of mind of knowing that a dedicated professional will be managing the arrangements for your special day. Services include but are not limited to:

Pre-Wedding Day Service

- Meet with client for an initial consultation.
- Book all vendors and venue.
- Contact vendors prior to wedding day to confirm details of service.
- Site inspection of ceremony and reception sites as needed.
- Unlimited correspondence via phone and email.
- Create and provide detailed wedding day timeline to couple and vendors.

“Day Of” Wedding Services

- On site wedding day co-ordination to orchestrate the overall flow and success of your wedding day.
- Set up place cards, menu cards, favors, guest book, toasting flutes, cake knife and server and other wedding items according to couple’s wishes.
- Be main point of contact for vendors should any issues arise.
- Ensure gifts, cards and personal wedding items are returned to the designated person at the end of the event.
- Provide bridal emergency kit.
- Be onsite for the entire event.

Post Wedding Day Services

One hour following Wedding Day to ensure the Marriage Certificate legal process and paperwork is completed, collected and delivered via courier to client.

The Big Day

Starting at:
\$3,000

This package is designed and recommended for couples who have planned or are planning their own wedding. Up to 20 hours are devoted to “pre, during and post” wedding coordinating services with a full 10 hours dedicated to your actual wedding day. This service allows you to relax, and enjoy every moment with peace of mind of knowing that a dedicated professional will be managing your special day. Wedding Day Management services include but are not limited to:

Pre-Wedding Day Services

- Meet with client for an initial consultation.
- Create and provide detailed wedding day timeline to couple and vendors.
- Contact vendors prior to wedding day to confirm details of service.
- Site inspection of ceremony and reception sites as needed.
- Coordinate and conduct rehearsal.
- Unlimited correspondence via phone and email.

“Day Of” Wedding Services

- On site wedding day co-ordination to orchestrate the overall flow and success of your wedding day (10 hours).
- Set up place cards, menu cards, favors, guest book, toasting flutes, cake knife and server and other wedding items according to couple’s wishes.
- Be main point of contact for vendors should any issues arise.
- Ensure gifts, cards and personal wedding items are returned to the designated person at the end of the event.
- Provide bridal emergency kit.

Post Wedding Day Services

- One hour the following morning to ensure breakdown by vendors is complete and there are no lost items found. Any lost personal items found will be returned to client to locate owners.
- If required, one hour following Wedding Day to ensure the Marriage Certificate legal process and paperwork is completed, collected and delivered via courier to client.



Additional hours and / or services may be purchased at \$125 per hour.
For Marriage Certificate process, collection and courier, please add an additional \$200.

Pop The Question.....Starting at: **\$750**

Ensure that you give your partner the proposal of his or her dreams with a unique and personalized proposal. With the Pop The Question package, we handle everything from beginning to end so that your proposal goes off without a hitch. Up to 5 hours (minimum) are devoted to "pre, during and post" proposal planning services.

How it works

- We will send you a Relationship Questionnaire where you will provide details about your relationship and your partner's interests.
- Following a detailed analysis of your questionnaire, customized proposal ideas are created for you based on your relationship and budget.
- Select the proposal idea you love.
- Vendors and venues are selected and booked for your proposal.

Benefits

- Our expert knows the right questions to ask you to effectively create a sentimental and personalized proposal for your significant other.
- You have access to special rates from our trusted vendors and venues.
- All stressful details are handled for you. All services and reservations are booked for you. All of the contracts and payments for the event are handled.
- Instead of dealing with multiple vendors you have one point of contact to manage the entire event.
- Saves you from searching for hours for an "original idea" on the Internet.

*"Happiness is anyone and anything
that is loved by you."*

- Charles M. Schulz

Event Planning \$150/hr

All the Trimmings will work with you to create the concept, design or image that you want, in a cost efficient manner that will work with all budgets. All the Trimmings will oversee and manage all of the details, allowing you to sit back, relax and enjoy your function knowing that all will go as planned.

From Corporate events, to personal and social events, we are dedicated to the details that will reflect your ideas and style. We work side by side with you and our vendors to design exactly what you want. We will take care of all the details, and can handle everything from beginning to end. We offer flexibility to meet the requirements of each client, and ensure nothing is over looked.

Services include:

- Meet with client for initial consultation.
- Engage experienced and professional organizations to help create that perfect event.
- Work with Caterers to ensure the perfect menu.
- Confirm and ensure the installation of rental items such as tents, tables, chairs, etc.
- Decorations.
- Floral Designs and Color Scheme.
- Oversee set up of the site for the function.
- Organization and coordination on site for the duration of the event and much much more.



After 20 hours, additional hours may be purchased at \$125 per hour.
Vendor and Venue Services over \$2,500 will be subject to a 15% service charge.

Terms & Conditions

Agreement

This agreement contains the entire understanding and creates a contract between *All the Trimmings* and the client.

It supersedes all prior and simultaneous agreements between the parties. The only way to change or add to this agreement is to do so in writing, providing the document is signed by all the relevant parties.

Reservations and Payments

A signed contract and deposit (25%) is required to reserve your wedding date and time, at which point planning will commence. Payment schedule for all weddings and events will be given to each client.

Upon receipt of the booking fee and signature of the agreement, *All the Trimmings* will reserve the date of the event and will not make reservations with other clients on same date. For this reason, the booking fee paid is **non-refundable**, even if the date is changed or the wedding canceled for any reason; including but not limited to, acts of God/nature, fire, strike and/or extreme weather.

Please note that out of pocket expenses will be invoiced at cost plus 15%.

Payment Policy

Accepted forms of payment are cash, personal check (Please allow 2 weeks for cheques to clear) or direct deposit. If paying by direct deposit or cheque all information needed to fulfill payment will be given to the client.

Limitations

The coordinator will do everything in their power to ensure that your event runs smoothly. However, the coordinator cannot be held responsible for things outside of *All the Trimmings* control such as weather, guest's actions, power failure, etc.

It is the responsibility of the client to notify *All the Trimmings* in writing of any changes to venue, vendors, timing, timeline, details or any other important details in a timely manner. *All the Trimmings* will not be held liable for any changes made by you or your vendors.

Venue and Vendor Guidelines

All the Trimmings is limited by the guidelines of the rehearsal, ceremony and/or reception site management. All the rules as set out by each venue and vendor will be followed and respected. *All the Trimmings* will work with each venue and vendor to perform services according to your specifications, however, our company is in no way liable for failure of venues or outside vendors to perform services as contracted.

Model Release

It is agreed that *All the Trimmings* may display and use any approved photographs taken during the Ceremony and Reception for company advertising and social media purposes (ie. Website, Facebook, Instagram). For client privacy, names may be obscured if requested.

Assistants

Should your wedding require it, *All the Trimmings* will provide an assistant(s) in order to fulfill this contract. It is recommended that an assistant be assigned for any guest count over 70 and the decision to use an assistant is at the sole discretion of *All the Trimmings*. The cost of an assistant, if required, is included in your contract amount. The assistant(s) will abide by all terms of the contract between *All the Trimmings* and the client.