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|  |  | Partial planningServices start 12-24 months prior to event date, no later than 60 daysINCLUDES: |
| Our most popular package for the couple that has done most of the planning themselves but would like some guidance to keep them on track and assistance on the day of the event to make sure everything runs smoothly. A big misunderstanding is that Partial Planning provides services only a month or a few weeks before the event however, this service should be brought in early to help anticipate and resolve any potential problems that may occur. Additional charges may be applicable based on complexity, time, décor transportation/placement and assistants required.additional packages available **\*Full Décor Packages & Rentals****\*Ceremony Décor Placement & Tear Down****\*Reception Décor Placement & Tear Down****\*Table & Chair Set Up & Tear Down****\*Floral After Care Package****\*Small Rental Item Drop Off** **\*Host Table Set up & Tear Down****\*Personal Décor Set Up & Tear Down** **\*Personal Item Drop Off** **\*Custom packages**ContactWEBSITE:Kerrevents.caEMAIL:theresa@kerrevents.ca |  | pRE-WEDDINGUnlimited communication via email & text* **3 consultations** *minimum* **(with two venue on site visits)**
* **Wedding checklist**
* **Vendor recommendations**
* **Ceremony & reception design guidance**
* **Vendor & Bridal Party, wedding day timeline template**
* **Contact and confirm last minute details with catering**
* **Site inspection at ceremony and reception venue**
* **Ceremony rehearsal coordination – 1.5 hours**

Wedding day* **Full on-site vendor and guest coordination at ceremony and reception by lead planner (and one assistant per 100 guests)**
* **Ensure scheme is executed as per clients vision**
* **Meal indicator card placement plus table inspection ensuring good etiquette and flawless form**
* **Cue various parts of the program according to timeline (processional, recessional, call to dinner, reception line entry, toasting, first dance, cake cutting, bouquet & garter throw)**
* **Coordinate post ceremony & reception tear down**
* **Distribute gratuities to vendors**

**An event is not considered to be booked** **until a minimum of 25% non-refundable deposit is received by KERR Events & Design.**We accept cash, credit card (Visa, Master Card), Interac eTransfer**Thank you for your business!** |