

# Congratulations!

We heard someones getting married! Our team at Showtime Occasions Event and Wedding Planning would be over the moon to assist you in planning your ceremony and reception. Whether it be just your ceremony, just your reception or both we're here to make your special day simple, memorable and run as smooth as possible. Let's check out our packages!

#### ~ Hourly Planning Services ~

\$100.00 per hour

Do you want to plan your wedding yourself but just need a little push in the right direction, have some questions where to start or what the planning process involves? We can sit down with you and help start your process to create the best day you could imagine. Have you started the planning process and just need help finalising everything? We will be more then happy to assist with that to!





## Say IDo Ceremony Only

#### Package 1 ~ from \$1,795.00

Email and	phone con	tact with v	our Weddi/	ng Planner
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Face to Face meetings

Create style, theme and concept for your Wedding Ceremony

Budget Management

Sourcing Ceremony Venue location suggestions (up to 2)

Schedule 1x Ceremony Venue viewing

Co-ordination and management of Contracts, Bookings and Deposits

Organise and book:

Décor

Photographer

Videographer

Celebrant

Organising of Final Payments to venue and suppliers

 Development of a Wedding Day Schedule and distribution to all participants and suppliers

Organise bump in times of all suppliers and liase with venue

#### Package 2 ~ from \$2,295.00

- Package 2 includes all options in Package 1 plus:
- Co-ordinate Ceremony and stay throughout
- Invitations Designed (service and printing costs additional) and sent to all guests
- RSVP Management



## The First Dance

-Reception Only

#### Package 1 ~ from \$2,945.00

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•	Email and phone contact with your Wedding Planner
•	Face to Face meetings
•	Create style, theme and concept for your Wedding Reception and Centre Pieces
•	Budget Management
•	Sourcing Reception Venue location suggestions (up to 4)
•	Schedule 2x Reception Venue viewing
•	Research suitable Wedding Vendor for all aspects pertaining to your wedding
•	Co-ordination and management of Contracts, Bookings and Deposits
•	Assist with Menu and taste testing
•	Assist with Cake Selection including supplier and design
•	Organise and book:
•	Décor
•	MC
•	Band/ DJ
•	Entertainment
•	Catering
•	Photographer
•	Videographer
•	Special Effects etc.

Organising of Final Payments to venue and suppliers

Development of a Wedding Day Schedule and distribution to all participants and suppliers

Organise bump in times of all suppliers and liase with venue

### The First Dance

#### Package 2 ~ from \$3,995.00

Package 2 includes	all ontions	in Package 1 n	lus:
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- Assistance with Floor Plan and Seating Arrangement with revision when required
- Co-ordinate Reception and stay throughout bump in, entirety of reception and bump out
  - Work with venue to ensure guests will be met on arrival
    - Ensure bridal room is ready with refreshments
      - Liaise with MC
      - Liaise with venue to seat guests
    - Liaise with Band or DJ to co-ordinate order of events
  - Prepare wedding party for their formal entry to the reception
  - Liaise with MC, venue and speakers for speeches, cake cutting and first dance

#### Package 3 ~ from \$4,895.00

- Package 3 includes all options in Package 1 and in Package 2 plus:
- Accommodation Management for Bridal Party
- Invitations Designed (service and printing costs additional) and sent to all guests
- RSVP Management along with Dietary requirements checked with all guests and liaised with catering.



## The Bouquet

#### Ceremony & Reception

#### Package 1 ~ from \$4,695.00

- Email and phone contact with your Wedding Planner
  - Face to Face meetings
- Create style, theme and concept for your Wedding Ceremony and Reception and Centre Pieces
  - **Budget Management**
  - Sourcing Reception Venue location suggestions (up to 4)
    - Schedule 2x Reception Venue viewing
  - Sourcing Ceremony Venue location suggestions (up to 2)
    - Schedule 1x Ceremony Venue viewing
- Research suitable Wedding Vendor for all aspects pertaining to your wedding
- Co-ordination and management of Contracts, Bookings and Deposits
  - Assist with Menu and taste testing
  - Assist with Cake Selection including supplier and design
    - Organise and book:
      - Décor
        - MC
      - Band/DJ
      - Entertainment
        - Catering
      - Photographer
      - Videographer
      - Special Effects
      - Celebrant etc.
    - Organising of Final Payments to venue and suppliers
  - Development of a Wedding Day Schedule and distribution to all participants and suppliers
- Organise bump in times of all suppliers and liase with venue



## The Bouquet

#### Package 2 ~ from \$6,195.00

- Package 2 includes all options in Package 1 plus:
- Assistance with Floor Plan and Seating Arrangement with revision when required
- Co-ordinate Ceremony and Reception, staying throughout
- Work with venue to ensure guests will be met on arrival
- Ensure bridal room is ready with refreshments
- Liaise with MC
- Liaise with venue to seat guests
- Liaise with Band or DJ to co-ordinate order of events
- Prepare wedding party for their formal entry to the reception
- Liaise with MC, venue and speakers for speeches, cake cutting and first dance

#### Package 3 ~ from \$7,395.00

- Package 3 includes all options in Package 1 and in Package 2 plus:
- Accommodation Management for Bridal Party
- Invitations Designed (service and printing costs additional) and sent to all guests
- RSVP Management along with Dietary requirements checked with all guests and liaised
- with catering.





## Contact Us

Email

info@showtimeoccasions.com

Phone

0452 249 245 or 0413 951 265

Website

www.showtimeoccasions.com







@showtimeoccasions