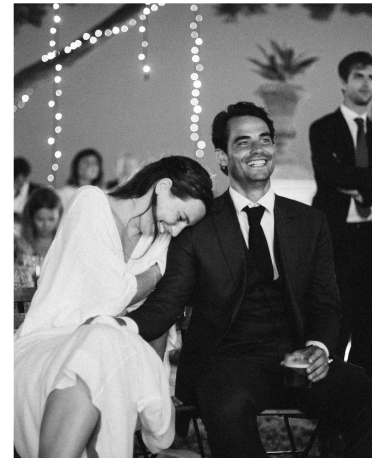


# WHO WE ARE & WHAT WE DO

OUR TEAM IS HERE TO GUIDE YOU THROUGH THE PLANNING PROCESS. WE HANDLE APPOINTMENT MANAGEMENT, VENUE SOURCING, VENDOR SELECTION AND EVENT DESIGN.



FULL SERVICE PLANNING





## FULL SERVICE PLANNING

THIS SERVICE IS AIMED FOR COUPLES WHO ARE LOOKING FOR A WEDDING EXPERIENCE AS STRESS-FREE AS POSSIBLE.

IT'S STARTS RIGHT AT THE BEGINNING, BEFORE YOU HAVE PLANNED ANYTHING, OTHER THAN PERHAPS YOUR VENUE. IT FINISHES RIGHT BEFORE YOUR DEPARTURE AND IT ENDS AS YOU HEAD OFF ON YOUR HONEYMOON...

THE PURPOSE IS FOR BUSY COUPLES TO HAND OVER THE REINS TO SAUSSURE WEDDINGS & EVENTS FOR **PLANNING, LOGISTICS AND ON-THE-DAY MANAGEMENT**, SO YOU CAN FOCUS ON ENJOYING EVERY MOMENT.

BY HAVING A PRO MANAGING EVERYTHING BEHIND THE SCENES. IT'S THE BEST WAY TO GUARANTEE A STRESS-FREE EXPERIENCE, AND A WEDDING THAT SURPASSES ALL EXPECTATIONS.

WE WILL DELIVER TOGETHER THE BEAUTIFUL EVENT YOU HAVE ALWAYS DREAMED OF AND WE ARE WITH YOU AT EVERY STEP TO ENSURE A FLAWLESS AND SEAMLESS EXECUTION OF YOUR EVENT.

Saussure



100% INSPIRED BY YOU

WE ARE HERE TO GUIDE YOU THROUGH THE ENTIRE **PLANNING PROCESS** AND MAKE IT ENJOYABLE FOR YOU.

WE WILL BE HANDLING APPOINTMENT MANAGEMENT, VENUE SEARCHING, SELECTING, AND SUPERVISING VENDORS, AND DETERMINING THE **EVENT DESIGN**.

WE WILL BE LIAISING WITH THE CATERER FOR MENU PLANNING, ADVISE ON STATIONARY DESIGN, AND CREATE DETAILED TIMELINES FOR THE D-DAY.

WE ARE COMMITTED TO PROVIDING OUR CLIENTS WITH THE BEST POSSIBLE WEDDING PLANNING EXPERIENCE AND OUR ATTENTION TO DETAIL WILL ENSURE THAT EVEN THE SMALLEST ATTRIBUTES WILL BE TAKEN IN ACCOUNT.

YOUR WEDDING WILL LOOK AND FEEL FABULOUS, TOTALLY UNIQUE & AUTHENTICALLY YOU.

THINK OF US AS YOUR TRUSTED CONFIDENTS, DRAWING OUT THE ASPECTS THAT ARE SPECIAL TO YOU. AND WE WE'LL DELIGHT IN THE CHALLENGE OF HOW TO MAKE YOUR IDEAS HAPPEN.

Suzanne



## DESIGN & PLANNING

### LOCATION

VENUE SEARCH AND FOLLOW-UP INCLUDING CUSTOMER VISITS + TECHNICAL FOLLOW UP. & PLAN B SET-UP FOR BAD WEATHER

### CATERER

SELECTION AND FOLLOW-UP OF CATERING PROJECTS AND CULINARY TASTING WITH CUSTOMERS

### DESIGN & DECOR

BRIEF & MOODBOARD CREATION FOR DECOR  
SOURCING AND PROJECT FOLLOW-UP SERVICE PROVIDERS (FLORIST, FURNITURE AND TABLEWARE, GUEST BASKETS ETC.)

### ANIMATION

PHOTOGRAPHER AND VIDEOGRAPHER PROPOSAL & FOLLOW-UP  
PROPOSAL AND FOLLOW-UP OF ARTISTIC PROJECTS (EX: LIVE BANDS, ARTISTS, DJS)  
SOUND AND LIGHT PROJECT PROPOSAL AND FOLLOW-UP

### STATIONARY

PROPOSAL GRAPHIC DESIGNER AND PRINTER  
EDITORIAL - SAVE THE DATE, ANNOUNCEMENT, ETC.

### TRANSPORTATION

### GUESTS

PROPOSAL OF WEDDING WEBSITE  
MANAGEMENT OF THE GUEST RSVPS

### BEAUTY MAKEOVER

PROPOSAL AND FOLLOW-UP OF MAKE-UP & HAIRSTYLE PROJECT  
STYLING ADVICE: CONTACT DESIGNERS FOR THE WEDDING DRESS

*Suzanne*



D-DAY

#### ARRIVAL OF GUESTS:

WE ENSURE THAT SOMEONE IS HERE TO WELCOME GUESTS AND TELL THEM WHERE TO GO. **WE MANAGE GUEST FLOW** DURING THE EVENT. WE ALSO MANAGE TRANSPORTS TO THE LOCATION IF TRANSFERS ARE REQUIRED.

#### CEREMONY:

WE DISCUSS WITH THE CELEBRANT THE ORDER OF EVENTS FOR THE CEREMONY. BUT ALSO **ORGANIZE AND DIRECT** ENTRANCE FOR THE OFFICIANT, BRIDAL PARTY, FAMILY MEMBERS & BRIDAL COUPLE. WE ENSURE GUESTS ARE SEATED ACCORDING TO YOUR EXPECTATIONS- WE ALSO MANAGE MUSIC SCHEDULE FOR CEREMONY.

#### AFTER CEREMONY:

MANAGING GUEST FLOW TO COCKTAIL IS CRUCIAL, WE **COORDINATE WITH YOUR CATERER** TO PREVENT ANY DELAYS.

WE SUPERVIZE THAT THE PHOTOGRAPHER HAS BEEN INFORMED OF THE SHORT LIST TO ENSURE THAT EVERYTHING IS CAPTURED **ACCORDING TO PRE ARRANGED PLANS**. THE MORE ORGANIZED, THE SHORTER BEFORE YOU CAN JOIN YOUR GUESTS FOR DRINKS.

#### DINNER RECEPTION:

WE CHECK THAT THE TABLES ARE SET CORRECTLY, THAT **YOUR VISION IS SUSTAINED**, THAT THE SEATS ARE ALLOCATED CORRECTLY AND GIFTS PLACED UPON ARRIVAL. WE **SUPERVIZE EVERY STEP** INCLUDING FIRST DANCE, TOASTS, CAKE CUTTING, PARTY, UNTIL THE DEPARTURE OF YOUR GUESTS

#### AFTER THE DEPARTURE:

WE MAKE SURE **ALL THE FINAL DETAILS** HAVE BEEN TAKEN CARE OF (GIFTS, PACKING UP COORDINATION, CATERER HAS CLEANED HIS AREA)

*over the moon*



OUR FOCUS IS YOU

OUR MISSION IS TO DO ALL WE CAN TO HELP YOUR WEDDING DAY BE EVERYTHING YOU DREAMED OF!

COMING FROM A LUXURY BUSINESS BACKGROUND, WE PROVIDE THE ULTIMATE EXPERIENCE, AS WE HAVE A DEEP SENSE OF SERVICE.

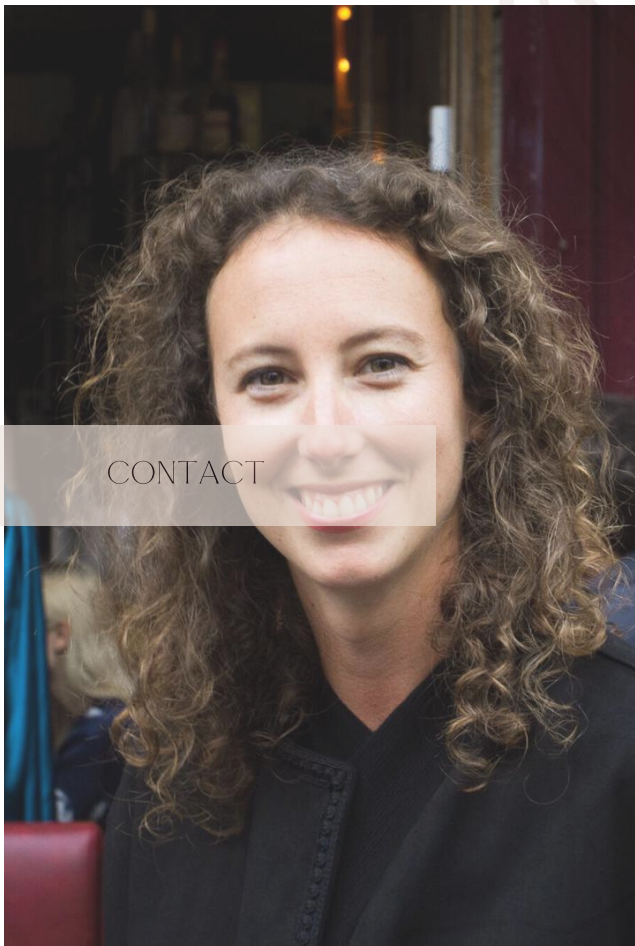
YOU WILL BE OUR MAIN FOCUS, BECAUSE YOUR HAPPINESS IS KEY. YOU WILL BE ABLE TO ENJOY YOUR SPECIAL DAY WITH YOUR FAMILY, WITHOUT THE STRESS OF KEEPING EVERYTHING ON TRACK.

YOU'LL BE UPDATED AT EVERY STAGE, WITH REGULAR MEETINGS, NOTES, AND SUPPORT.

JUST SOME OF THE DETAILS YOU WON'T HAVE TO WORRY ABOUT: MANAGING SCHEDULES, CREATING AND MANAGING A DESIGN CONCEPT, SOURCING THE PERFECT VENDORS & MAKING SURE EVERYTHING FLOWS EFFORTLESSLY.

WE ALSO OFFER D-DAY COORDINATION SERVICES, SO DON'T HESITATE TO GET IN TOUCH IF YOU ARE LOOKING FOR MORE !

*Suzanne*



CONTACT

INVESTEMENT: 10% OF YOUR OVERALL WEDDING BUDGET, TIERED  
MINIMUM FEES APPLY.

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*Saussure*