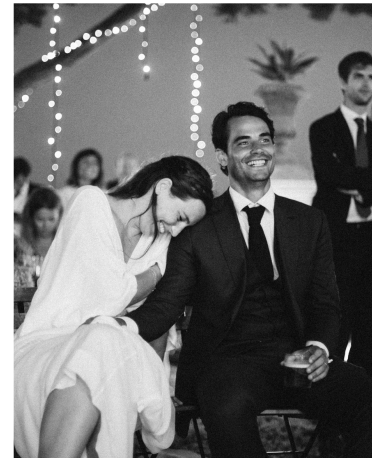


# WHO WE ARE & WHAT WE DO

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



D-DAY  
COORDINATION





## D-DAY COORDINATION

THIS SERVICE IS AIMED FOR COUPLES WHO HAVE THE WEDDING PLANNING UNDER CONTROL AND WHO ALSO HAVE A CLEAR IDEA OF THE DESIGN AND STYLE THEY'RE AFTER.

THE PURPOSE OF THIS ONE IS TO HAND OVER THE REINS TO SAUSSURE WEDDINGS & EVENTS TO FINALIZE THE LAST MINUTE LOGISTICS AND ON-THE-DAY MANAGEMENT, SO YOU CAN FOCUS ON ENJOYING EVERY MOMENT!

PLANNING THE ENTIRE WEDDING WITHOUT A PLANNER IS STRESSFUL ENOUGH, SO WE HIGHLY ENCOURAGE YOU TO HIRE SOMEONE WHO CAN HANDLE THE STRESS OF "THE DAY-OF!"

AFTER MONTHS PLANNING EVERY ASPECT OF YOUR WEDDING, DON'T LEAVE THE EXECUTION OF YOUR FINAL DETAILS TO CHANCE. OUR MISSION IS TO DO ALL WE CAN TO HELP YOUR WEDDING DAY BE EVERYTHING YOU DREAMED OF!

WE TAKE OVER THE COORDINATION OF ALL VENDORS YOU HAVE BOOKED AND ENSURE THAT THE DAYS GOES AS SMOOTHLY AS YOU EXPECT.

Saussure



OUR JOB BEGINS EARLIER

AT LEAST A MONTH BEFORE YOUR WEDDING DAY YOU SHOULD MEET WITH US AND REVIEW THE VARIOUS VENDOR CONTRACTS.

WE WILL BE HANDLING QUESTIONS & DELIVERIES AND MAKING SURE WHAT YOU HAVE ORDERED ARRIVES AND IS SET UP THE WAY YOU HAD IMAGINED.

WE START LIAISING WITH ALL YOUR VENDORS MINIMUM 6-8 WEEKS BEFORE.

WE WILL ISSUE A DETAILED ITINERARY AND RUN SHEET OF THE DAY WITH ALL THE INFORMATION.

AN ORDER OF EVENTS WILL MAKE EVERYTHING RUN SMOOTHLY AND YOUR GUESTS WILL APPRECIATE KNOWING WHAT IS GOING ON.

- AND  
NO DRAG TIME!

WE WILL BE IN CHARGE OF THE LAYOUT OF THE ROOMS AND TELLING YOUR VENDORS WHERE EVERYTHING WILL BE PLACED: LINENS, DECOR, FLOWERS, ETC. AND SHOULD ARRIVE IN ACCORDANCE TO THE SCHEDULE.

*Suzanne*



IN CONCRETE TERMS

#### 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.

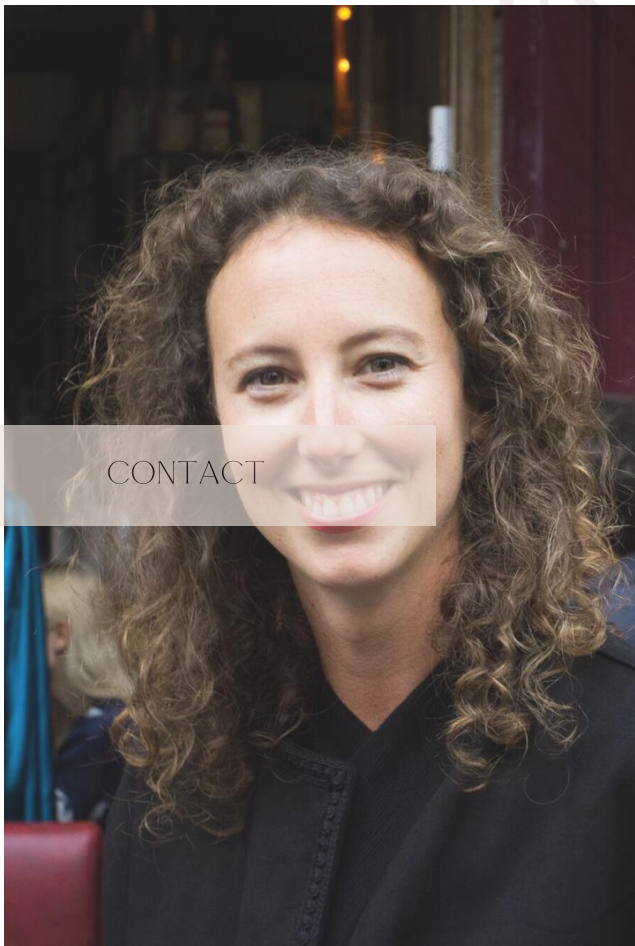
YOU WILL BE OUR MAIN FOCUS ON THE D-DAY, BECAUSE YOUR HAPPINESS IS KEY. YOU WILL BE ABLE TO ENJOY YOUR SPECIAL DAY WITH YOUR FAMILY, WITHOUT THE STRESS OF KEEPING EVERYTHING ON TRACK.

THE ROLE OF A WEDDING COORDINATOR IS TO BE HERE FOR YOU. THINK OF US AS PERSONAL ASSISTANTS. WE ARE HERE TO ASSIST YOU THE BEST WAY WE CAN.

WE ALSO OFFER FULL WEDDING SERVICES, SO DON'T HESITATE TO GET IN TOUCH IF YOU ARE LOOKING FOR MORE !

WE KNOW THE REGION INSIDE OUT, AND WE CAN HELP YOU ALSO BY REFERRING SERIOUS VENDORS, BUT ALSO BY HIRING CONCIERGE SERVICES TO PAMPER YOU THE DAY BEFORE OR HELP YOU GUESTS ENJOY THEIR TIME HERE.

*Suzanne*



CONTACT

A TEAM ASSISTING YOU ON THE D-DAY DEPENDING ON YOUR NEEDS AND WEARING ALL BLACK ELEGANT UNIFORMS.

EQUIPPED WITH WALKIE TALKIES, AN EFFICIENT METHOD TO COMMUNICATE AND WITH A 100% PROACTIVE APPROACH

**INVESTEMENT:** 1 200€ + TVA (TEAM OF 2)  
1 450€ + TVA (TEAM OF 3)

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Saussure



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