



WEDDING BROCHURE



W E L C O M E

Hi there,

Congratulations on taking your first step towards less worry on your wedding planning journey!

You're probably overwhelmed with all the wedding information out there, but don't worry - you're not alone. As an experienced event planner I am here to help you plan one of the biggest days of your life so you have beautiful memories for years and years to come.

The information in this wedding guide is meant to help you through all of your planning-related questions so you can relax and get excited for your big day.

If you still have questions, don't hesitate to give me a ring or pop me an email!
I am here for you every step of the way.

hello@askweddingsandevents.co.uk

07590 460313

Suzanne

xx

Whats inside...

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Meet Suzanne



A full-page photograph of a wedding couple walking down a path. The groom is on the left, wearing a dark blue suit and tie, with a boutonniere. The bride is on the right, wearing a white lace wedding dress. They are both smiling and holding hands. The path is covered in green grass, and the air is filled with falling blue, white, and pink confetti. In the background, there is a stone building with a large arched doorway and several guests standing around.

ATTENTION TO DETAIL
IS PARAMOUNT TO
THE PERFECT EVENT.

TOGETHER WE CAN
MAKE YOUR VISION
BECOME REALITY AND
CREATE THE
CELEBRATION OF
YOUR DREAMS.

Why do I need a planner?

"Why should I pay someone for something I can do myself for free?"

~

"Our venue has a coordinator, so we don't need a planner".

~

"We just can't afford that expense in our budget"

~

"I already know my suppliers and venue...why do I need one?"



Sound familiar?

I hear these comments a lot but ask yourself how much is your time and peace of mind worth?

You have an image in your mind of the perfect wedding but HOW do you get there? WHO are the people that will create your vision? WHERE do you find them? WHEN should you book them? WHAT makes them perfect for you and WHY should you choose them?

That's where I can help...

Our Services

HOW I HELP YOU

I believe, that creative attention to detail is paramount to the perfect event and guest experience. To make a wedding truly special it is the finer details and personal touches that make an occasion a memorable one. so whatever style of wedding you are celebrating, let me guide you through the process, worry about the finer details and help you to create an unforgettable celebration. Here are some of the ways I can help...

Planning & Coordination

On the Day Coordination

Month of Coordination

Full Planning

If you have just got engaged or don't know where to start then my planning services are perfect for you!

I can help you plan the entire wedding, recommend and help choose trusted suppliers, or take over the reins and coordinate your plans on the day or a month before, bringing all your hard work together.

Wedding Event Design

Design Inspiration

Design Concept

Design Production

No idea what to do or where to start looking for inspiration for your wedding style?

Then my wedding event design services will provide you with ideas and inspiration - from just a few suggestions, to a whole concept and event production.

Venue Styling & Set Up

On the Day Set-Up

"I've bought all my own decor but who's going to set it all up how I want it?"

My styling and set up service focuses on the visual aspects of your day, combining your ideas with my creative eye will create your perfect setting.

SUZANNE WAS
ABSOLUTELY
CHARMING,
KNOWLEDGEABLE,
AMAZINGLY ORGANISED
AND CLEARLY
PASSIONATE ABOUT
WHAT SHE DOES



Planning & Coordination



ON THE DAY COORDINATION

My favourite type of venues are DIY or dry hire venues, as these provide couples with a blank canvas to get creative and really make a celebration that's bespoke and individual to you. You may even be hoping to hold your celebration at home in the garden with a marquee.

However, marquee events and dry hire venues do need more consideration and require a lot of planning both in the run up to the big day and in the set-up, either the day before or on the actual day. You will need to consider such elements as toilets, provision of water and power as well as all the usual event necessities.

Includes BUT NOT LIMITED TO...

Initial Consultation - 1 to 2 hour consultation in person (location dependant) or via Zoom call if preferred to discuss all the details of your day and how you want it to run, 2-3 weeks before the wedding.

Advice - Available via Email to discuss any queries you may have in your planning.

Supplier Liaison - On the day meeting all suppliers on the day for set up as agreed with you.

Venue Styling - On the day set up of table plans and place settings, decorations, and music, ensuring the ambience and room are exactly how you envisaged.

Day Management - Discreet handling of any unexpected eventualities.

Schedule - Assist other suppliers with order of events including the ceremony, wedding breakfast, speeches, cake cutting & first dance.

Reception Set Up - Assisting with room turn arounds and table clearing for evening set up.

Presence On Site - My undivided attention for 10 hours on the wedding day, additional hours can be added.

PRICE FOR THIS SERVICE IS £650*

*Depending on complexity of the day's events.

If 100 guests or more an assistant may be required at a small extra charge of £50.

ADD ONS

Additional hours available at £50 p/hr.

Venue set-up the day prior: to oversee and assist for up to 3 hours £175.

£350 for up to 6 hours.

Planning & Coordination



MONTH OF COORDINATION

Whether you have booked a dry hire venue or your hotel may have an onsite event coordinator, their role is to primarily act on behalf of the venue. The weeks running up to your day can be the most stressful, worrying how it will all come together.

This partial planning service provides you with a reassuring helping hand to bring all those elements together and keeps you on track with your planning, providing invaluable advice and regular check ins. We can recommend trusted suppliers for all those final aspects and details you haven't been able to find. For those suppliers you have already booked, we will contact them to arrange all timings and organisational aspects of the day.

Includes BUT NOT LIMITED TO...

Initial Consultation - 2 hour consultation meeting in person or via Zoom call at least 5 weeks prior to the wedding discuss all the details of your wedding day and exactly how you want it to run.

On Call Advice - Unlimited email and phone calls to chat through any queries you may have in your planning.

Supplier Liaison - Contact with all your suppliers 4 weeks in advance to ensure all details have been included, checking timings and services booked.

Venue Liaison - with your venue or marquee provider on your behalf creating a comprehensive timeline of your day.

Supplier Co-ordination - Meeting all suppliers on the day for set up, ensuring they are on time and know where they need to be.

Venue Set Up - Coordinating the venue set up including checking table plans, decoration, lighting and music, ensuring the ambience and room are exactly how you envisaged.

Day Management - Discreet handling of any unexpected eventualities.

Schedule - Coordination of order of events including the ceremony, wedding breakfast, speeches, cake cutting & first dance.

Emergency Kit - wedding kit box on hand including essentials such as safety pins, sewing kit, hairspray, tissues, make up, plasters, the list goes on...

Guest Liaison - Full assistance to the couple and their guests for the duration of the day.

Reception Set Up - Assisting with room turn arounds and table clearing for evening set up

Presence On Site - My undivided attention for 10 hours on the wedding day, additional hours can be added.

PRICE FOR THIS SERVICE IS £850*

*Depending on complexity of the day's events.

If 100 guests or more an assistant may be required at a small extra charge of £50.

ADD ONS

Additional hours available at £50 p/hr.

Venue set-up the day prior £175 for up to 3 hours or £350 for up to 6 hours.

Planning & Coordination



FULL PLANNING - THE TOTAL PACKAGE

If you have just got engaged or don't know where to start...then the full event planning service is perfect for you! The first few months of the planning process can sometimes be a confusing time. Finding the perfect venue and location for your wedding can be a minefield with so many options available these days. Elegant hotels, and rustic barns are the usual go to venue, but what if you are looking for something truly unique, perhaps a vineyard or woodland retreat? With a vast list of secret venues and trusted suppliers, you can rest assured we can find your dream location, even if its a remote forest or a tipi by the river. Simply gorgeous!

Full planning provides a tailor-made bespoke service, which includes liaising with your venue staff, and all suppliers, whilst ensuring that the all important budget is adhered to.

Includes BUT NOT LIMITED TO...

Venue finding - If you haven't already found your perfect venue(s), there are many hidden gem locations that you may not have considered.

Supplier Sourcing - trusted recommendations to build your wedding dream team. Ongoing liaison with your chosen suppliers to ensure flawless organisation and management of on the day.

Budget Management - creation of a realistic budget breakdown with suggested allocations for each element based on your priorities.

Styling & Design - creating mood boards and colour palettes, to tablescapes design & lighting. Bringing your vision to life and inspiring you with ideas.

Wedding Planning Weekends - scheduling things such as catering tastings, venue meetings, hair and makeup trials. Making the most of your limited time.

Venue Set Up - beautiful and thoughtful styling; leaving you to relax, enjoy the day before & get a good night's sleep.

Wedding Day Timeline - creation of schedule and circulation to those involved. This will include all the behind the scenes jobs, giving you peace of mind.

Discreet Wedding Day Management - working hard behind the scenes ensuring everything runs seamlessly and there for you every step of the day.

Pre & Post Wedding Events Planning & Coordination - whether its a BBQ the night before or brunch the day after.

Special requests - however unusual

Unlimited Communication & Updates - meetings, phone calls, emails to suit your schedule.

Wedding Day Emergency Kit - available for use by you and your guests with over 50 emergency items from pain relief to safety pins, deodorant to phone chargers!

**INVESTMENT FOR THIS SERVICE IS BASED ON 10% OF THE OVERALL WEDDING SPEND
(SUBJECT TO A MINIMUM FEE OF £1,200).**

Typically equates to 300 + hours of planning and coordinating

A wedding scene set outdoors on a grassy field. In the foreground, several wooden chairs are arranged, each with a light pink ribbon tied around its back. A bouquet of pink and white flowers is placed on one of the chairs. In the background, a bride in a white dress and a groom in a brown suit are standing, facing each other. The scene is decorated with tall, dried grass stalks and greenery. A semi-transparent text box is overlaid in the center of the image.

THANK YOU FOR
MAKING OUR DAY EVEN
MORE SPECIAL. THE
WEDDING VENUE
LOOKED INCREDIBLE
AND THE DAY WAS
AMAZING!

THANK YOU FOR
EVERYTHING YOU DID
FOR US AND FOR
MAKING IT RUN SO
SMOOTHLY

Wedding Event Design



INSPIRATION

No idea what to do or where to start looking for inspiration for your wedding? For those that would simply like pointing in the right direction of where to look for some décor inspiration and what's in and what's not in terms of styling, I can advise you with ideas for your celebration and where to find them.

Includes BUT NOT LIMITED TO...

Initial Consultation - 2 hour consultation meeting in person (location dependant) or via Zoom call to discuss your venue and suggest ideas as to the design aspect and options.

Advice & Experience - You get my advice on ways to utilise the venue space effectively and maximise on your styling.

PRICE FOR THIS SERVICE IS £125



CONCEPT

For those who have an idea in mind about the style you like or perhaps want to include some stylish, personalised elements or touches. With the concept service we delve deeper into what your style is and how to create a design that flows through your celebration.

Includes BUT NOT LIMITED TO...

Initial Consultation - 2 hour consultation meeting in person (location dependant) or via Zoom call to discuss your venue and suggest ideas as to the design aspect and options.

Advice & Experience - You get my advice on ways to utilise the venue space effectively and maximise on your styling.

Look Book - Production of a mood board type document that collates all the style ideas, suggestions, colour palette and design elements.

Supplier Suggestions - Recommendations of up to three trusted providers that can deliver your design concept.

PRICE FOR THIS SERVICE IS £250



PRODUCTION

The full design brief - creation of a statement style
Producing a statement celebration or unforgettable wedding requires thought and creative design.

Researching various themes, schemes and styles that say something about you as an individual or couple.
That reflects your story and personality.

Providing a tailor-made bespoke service, to include liaising with those suppliers whilst ensuring that the all important budget is adhered to..

Includes BUT NOT LIMITED TO...

Initial Consultation - 2 hour consultation meeting in person or via Zoom call at least 5 weeks prior to the wedding discuss all the details of your wedding day and exactly how you want it to look.

Concept Creation - Collect your style inspiration, develop the colour palette, gather soft furnishing materials and research furniture styles

Design - Identify all the event components, sample and select linens, florals etc, select hard goods elements (lighting, furniture, props etc)

Look Book - Production of a mood board brochure that collates all the style ideas, suggestions, colour palette and design elements.

Printed items - Suggest, develop or source branded elements (fonts, monograms, printed items etc. to integrate accessories such as stationery, welcome sign, guest invitations etc

Supplier Sourcing - Source suppliers to produce the event concept

Production - Oversee the production by the various suppliers in accordance with the design brief

PRICE FOR THIS SERVICE IS £499

ADD ON

On the day Venue Set Up - Coordinating the venue set up to ensure the overall look meets the brief.

TOTAL PRICE FOR THIS IS £1200



YOUR PROFESSIONAL,
FRIENDLY,
ENTHUSIASTIC MANNER
MADE US FEEL CONTENT
THAT ALL OUR
REQUIREMENTS WOULD
BE CATERED FOR AND
THAT NOTHING, NO
MATTER HOW TRIVIAL
WOULD BE TOO MUCH
BOTHR.

Venue Styling & Set Up



ON THE DAY SET UP

Perfect for the DIY couple who have their own decor and props -

On the Day styling and set up service focuses on the visual aspects of your day, combining your personal tastes with my creative eye will create a striking setting to impress your guests. Many do-it-yourself couples like to choose and buy their own decorations rather than hire them from a supplier.

Regardless of the theme or style of celebration, venue set up leaves you and your family to relax the night before the big day and the morning itself, instead of tiring yourselves out with all the preparations. On the Day set up gives you the peace of mind that your guests will walk into your venue with everything set out as you had envisaged and more!

Includes BUT NOT LIMITED TO...

Venue Set Up - complete set up, liaising with your venue contact, suppliers and florists.

Layout - Table and furniture setting out precisely and exactly as you have instructed.

Linens - Ironing creases from tablecloths and napkin folding.

Place Settings - Cutlery laying with precision, menus and name cards; all very time consuming.

Centrepieces - Positioning of the centre pieces, floral arrangements, candles and décor items.

Table Dressing - Gift tables, cake tables and bar set-up if needed

Seating Plan Management - checking the name cards are in the correct place settings. Twice!

Decor - Setting out of any signage and props around the venue

PRICE FOR THIS SERVICE £350*

*Up to 5 hours

Additional hours are charged at £50 p/hr and travel expenses will be charged extra at 45p a mile
Extra days set up or clear down - additional £175

ADD ONS

Priced accordingly on request.

Pack up of wedding décor and hired items
clean up your venue
dispose of rubbish and recycling



MEET SUZANNE

Starting out as a Wedding and Event coordinator with a well know hotel chain in my early 20's, I was always the go to person to organise any type of event. Organising hundreds of weddings and parties, little did I know this would be my epiphany and later fire my desire to create my own memorable experiences.

Over the years I have enjoyed a corporate senior management career in Operations, demanded exceptional planning, organisational and management skills. But I longed to use my creative flair, so I chaired for a local charity, organising fundraising events and LOVED being back in the driving seat of events.

After planning my best friends wedding (love that film!) it was time to create my long awaited business; the natural progression back into the wedding industry I had longed for for years.

To my friends I am the funny, organised and creative one. To my family; a notorious perfectionist through and through. It is the finer details and personal touches that make an occasion memorable and truly personal. That creative attention to detail, I believe, is paramount to the perfect event and guest experience. So whatever you are celebrating, let me guide you through the process, worry about the finer details and help you to create an unforgettable celebration.

You just have to Ask!

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Twitter: @askweddings

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Association of British
Wedding Businesses
Founding Member



WHAT TO EXPECT

Booking

A 20% non-refundable deposit is required in order to secure your date. Additional services can be added at a later date as necessary. The remaining balance would be due 16 weeks prior to your wedding.

Experience

Whether your event is a rustic barn wedding or elegant country house celebration, the attention to detail and creative styling are essential ingredients that make a truly memorable occasion. I understand the importance of making a real impression to your guests and can deliver the most creative and unique ideas, no matter what your budget.

You can rest assured I will ALWAYS go the extra mile for you and deliver an unforgettable experience.

IF YOU HAVE ANY QUESTIONS,
PLEASE SEND OVER A MESSAGE.

WWW.ASKWEDDINGSANDEVENTS.CO.UK

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