

# Broome Weddings



Event, Conference and Travel Specialists

*You want it all - but in Paradise; Broome can offer it.*

## "Paradise Package"

### Fully customised ceremony and reception

For a set coordination fee we will totally customise your wedding to your personal requirements. We organise everything for you and advise you of the costs of each component before we book suppliers on your behalf.

Our standard coordination fee does not include the cost of individual items but covers the coordination of the following aspects of your wedding:

- Liaising with the Bride & Groom
- Celebrant and all legal documentation
- Flowers
- Photography
- Hair & Makeup
- Transport
- Advising venue options
- Gathering quotes for venue hire and advising of costs
- Checking availability and confirmation of booking for venue
- Advising of catering options – menu choices, beverage menus / options
- Advising of entertainment options and prices
- Booking of entertainment
- Liaising with the reception venue – advising them of all requirements and timing of service
- Gathering quotes from suppliers
- Booking and confirming suppliers
- Arranging Terms & conditions from suppliers.
- Arranging service providers for off-site venues
- Liaising with local authorities for permits, if required
- Meeting with the Bride & Groom prior to the wedding
- Wedding Consultant(s) in attendance at the ceremony
- Coordinating the timing of all components

**Coordination Fee - \$2,440 (incl. GST) Valid to 31/3/2011**



### Theming & Decoration fee - \$80 / hour

We also offer a theming service for your reception or ceremony venue, which is charged at an hourly rate of \$80:

This includes:

- Liaising with Bride & Groom on colours, options available, theme required such as chair covers and bows, themed table linen and suggested table decorations
- Liaising with suppliers to obtain quotes, advising terms & conditions, bonds, etc
- Liaising with Bride and Groom on requirements for bombonniere - gifts for guests, menus, place cards & seating plan
- Arranging hire or purchasing of items as required
- Arranging freight if necessary, receiving/checking off and re-freighting hired goods

### Set Up /Pack down labour fee - \$40/hour

Our service is based on physically setting up your ceremony or reception venue and the next morning, packing it away (if applicable). This is charged at \$40/hour.

*The service we provide is comprehensive. Our main concern is that no detail is forgotten and the Bride & Groom enjoy their day.*

*We can coordinate your travel & accommodation bookings for a truly perfect wedding & honeymoon.*

