

# ONE

*Time & Day*

## WEDDING PACKAGES

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Our packages are designed so you can choose as little or as much involvement you require from the services we offer. We have created these packages based on our previous client's requirements and experience in the industry. We do however realize that not "one size fits all" so if there is something additional that you require please do let us know. We are happy to help!

Note: All packages are subject to additional staffing requirements based on numbers attending the wedding and styling aspects. Our guideline is below. Up to 30 guests 1 staff member, 30 - 80 2 staff members, 80 - 150 3 staff members, over 150, 4 staff members.



## **"MONTH OF" COORDINATION & ON THE DAY MANAGEMENT**

Confident that you have design, planning and logistics in place but require assistance to ensure the day runs smoothly? We offer our professional services in the month leading up to and the "day of" to ensure this happens.

### ***This package includes:***

- Initial consultation in Queenstown or via telephone or skype with a One Fine Day Wedding Coordinator.
- Communication with the Bride & Groom and confirmed suppliers 4 weeks prior to the wedding date.
- Attendance of your wedding rehearsal the day prior (30 mins)
- Ceremony & Bridal party coordination
- Management of all booked suppliers
- Guidance on the day to ensure plans run smoothly
- Set up of all furniture & décor placement
- Pack down the following day, if applicable

### ***Add Ons:***

Purchase our professional One Fine Day working documents to help ease the process of planning your own wedding including; Budget Tracker, Recommend-ed Suppliers, Planning Tracker, Editable Runsheet.

### ***Conditions:***

- A full list of suppliers must be provided 4 weeks prior to the wedding date
- A completed runsheet must be provided 4 weeks prior to the wedding date
- A comprehensive list of styling elements required must be provided 4 weeks prior to the event



## STYLING + FLORALS

This package has been created for couples who want to be involved with the planning of their wedding day but need assistance to create the “WOW” factor and bring those ideas to life! Here at One Fine Day we have an in-house team of Stylists & Florists who are passionate about events and bursting with ideas. We work hard, to bring you cutting edge design and execution with extensive knowledge and experience with all local venues.

### ***This package includes:***

- Initial consultation in Queenstown or via Skype/phone with a One Fine Day Wedding Professional.
- Inspiration mood-board, including colour palette, furniture, floral and décor options.
- Liaising directly with your chosen venue regarding design parameters, installation, set up and pack down timelines to ensure a smooth and seamless event.
- Assistance with styling/decor direction and sourcing - linen, lighting, furniture suggestions and pricing.
- Linen, lighting, furniture and floral hire items booked in with our recommended suppliers on your behalf.
- Communication with our One Fine Day Floral Design Team from floral concept and development, to finalizing your floral design brief.
- Detailed floral proposal outlining chosen elements with accompanying imagery and pricing.
- Set up of all styling elements on your Wedding Day by a One Fine Day Stylist (up to 6 hours total).
- Pack down and collection of hired styling items the following day, returns to suppliers organized on your behalf.

10% discount on any of our One Fine Day hire items booked.

\*Admin hours exceeding allocated time will be charged in addition to package price at \$75.00 + GST/hour

\*\*Floral product and labour is not included in the package price and will be quoted in your floral proposal once your design brief is finalized. This is quoted individually per booking depending on the scale of involvement.

### ***Add Ons:***

- Purchase our professional One Fine Day working documents to help ease the process of planning your own wedding including; Budget Tracker, Recommended Suppliers, Planning Tracker, Editable Runsheet.
- Require additional assistance with coordinating and managing your wedding day? When you purchase this package you can add our “Month of” and On the day Management Package



## PARTIAL PLANNING & STYLING

The average Wedding can take up to 200 hours to plan and we all know how precious time is with the commitments many of us face in this day and age. This package offers assistance for couples who have started the wedding planning process but have found they would benefit with assistance from a wedding professional. This combined with our styling and floral services streamlines the planning and design process.

***This package includes:***

- Access to our recommended supplier database. Personalized online wedding workbook.
- Phone, email and Skype correspondence throughout the planning process within business hours 9am-5pm NZT, Mon-Fri (up to 20 hours).
- Assistance with suggestions and sourcing of suppliers.
- Detailed run-sheet distributed to all relevant suppliers prior to your wedding day.
- Inspiration moodboard, including colour palette, furniture and décor options.
- Assistance with styling/decor direction and sourcing - linen, lighting, furniture suggestions and pricing (up to 10 hours).
- Attendance of your wedding rehearsal the day prior (30 mins)
- Ceremony & Bridal party coordination
- Management of all booked suppliers
- Guidance on the day to ensure plans run smoothly
- Set up of all furniture & décor placement
- Pack down the following day, if applicable Initial consultation in Queenstown or via Skype/phone with a One Fine Day Wedding Professional.

10% discount on any of our One Fine Day hire items booked.

\*Admin hours exceeding allocated time will be charged in addition to package price at  
\$75.00 + GST/hour



## FULL PLANNING & STYLING

This premium package covers all aspects of planning & design for your wedding day. It brings our services another step further by planning and arranging every little detail with the utmost care and attention. All styling and floral elements are impeccably designed by our renowned in-house team, with these services combined, you have yourself a flawless event.

### ***This package includes:***

- An initial meeting in Queenstown or via Skype/ Phone with a One Fine Day Wedding Professional.
- Access to our recommended supplier database Personalized online wedding workbook
- Unlimited phone, email and Skype.
- Correspondence throughout the planning process within business hours 9am-5pm NZT, Mon-Fri.
- Detailed run-sheet distributed to all relevant suppliers prior to your wedding day.
- Budget advice & assistance.
- Seating plan / table layout assistance.
- Inspiration mood board, including colour palette, furniture, floral and décor options.
- Liaising directly with your chosen venue regarding set up and pack down timelines for relevant external suppliers.
- Full assistance with styling/decor sourcing - linen, lighting, furniture suggestions and pricing.
- Linen, lighting, furniture and floral hire items booked in with our recommended suppliers on your behalf.
- Booking & Management of all suppliers including (but not limited to)
  - Photographer
  - Celebrant
  - Florist
  - Hair/ make up stylists
  - Caterers
  - Entertainment
  - Transportation
  - Stationery/ Signage
  - Hire Services
  - Accommodation
  - Activities
- Attendance of your wedding rehearsal the day prior.
- Set up of all styling elements on your Wedding Day by a One Fine Day Stylist.
- Manage and oversee set up of both ceremony and reception locations.
- Professional guidance provided on the day to ensure a smooth and seamless event.
- Pack down and collection of hired styling items the following day, returns to suppliers organized on your behalf.
- Assistance with Marriage License.
- Unlimited site visits and coordination with venue.
- Unlimited correspondence with suppliers.
- Management of all supplier and venue contracts.
- Management of payments and contracts.
- Advice on pre and one post events. (additional fees apply for planning & coordinating these events)
- Information, recommendations and links for Wedding Website (optional).
- Week of assistance with final preparations.

10% discount on any of our One Fine Day hire items booked.

\*Admin hours exceeding allocated time will be charged in addition to package price at \$75.00 + GST/hour

### ***Add Ons:***

- Destination Management (enquire within)
- Pre & Post event planning and coordination (enquire within)

## TERMS + CONDITIONS

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Bookings and dates are confirmed once we have received our signed contract and the 20% deposit. We are happy to pencil in a date and will advise you if we receive another enquiry.

Office hours are 0900 to 1700 NZT, Monday to Friday.  
Due to the nature of our business we are often out of the office working on beautiful weddings and events particularly on the weekends. If you send an email we will reply to it as soon as we are back in the office.

Payment made via bank transfer. Please ensure you cover any international bank fees on all transactions.

Final payment must be received 7 working days prior to the event. If this is not received within the stated timeframe we reserve the right to withhold our services.

All pricing is quoted excluding New Zealand GST (15%)

Mileage is charged at \$1 per km, per vehicle outside of the Queenstown area.

Additional staff costs apply on events over 30 people. Please ensure you are aware of the specified requirements stated in the guideline at the top of this page.

15% surcharge for staff on Public Holidays.

We retain the right to use any professional imagery of our work for social media and advertising purposes.

Any of our work which is submitted to a blog or magazine must credited to One Fine Day.