



# rural event<sup>co.</sup>

## EVENT PACKAGES

2024

# EVENT COORDINATION + MANAGEMENT



Rural Event Co provides holistic Event Management and on the day Event Coordination services to guarantee the seamless planning, execution and success of your event. Our specialised team will oversee all facets of your event, from coordinating vendors to maintaining the schedule. We handle any last-minute details, allowing you to unwind and fully submerge yourself in the event without any stress or concerns.

# EVENT COORDINATION + MANAGEMENT PACKAGES

	BASIC	DELUXE	ULTIMATE
Dedicated Event Coordinator	✓	✓	✓
Consultations Prior to Event	2	4	UNLIMITED
Comprehensive Event Order	✓	✓	✓
Attendance of Event for Coordination	8 HOURS	10 HOURS	15 HOURS
Custom Floor Plan	✓	✓	✓
Venue Site Visit	✓	✓	✓
On the Day Guest Coordination	✓	✓	✓
On the Day Timeline Coordination	✓	✓	✓
Vendor Coordination	✓	✓	✓
Established Point of Contact for Vendors	✓	✓	✓
Advice on Event Schedule	✓	✓	✓
Final Walkthrough of Venue	✗	✓	✓
Onsite to Coordinate Bump In	✗	✓	✓
Placement of Table Styling	✗	✓	✓
Placement of Name Cards	✗	✓	✓
Placement of Welcome + Seating Signs	✗	✓	✓
Placement of Table Collateral	✗	✓	✓
Procuring + Booking of Vendors	✗	✗	✓
Budget Management	✗	✗	✓
Guest List Management	✗	✗	✓
Onsite to Coordinate Bump Out	✗	✗	✓
	\$1,200	\$1,800	\$2,500

## WEDDING ADD ON PACKAGES

	BASIC	DELUXE	ULTIMATE
Attendance at Ceremony Rehearsal	✓	✓	✓
Last Minute Light of Candles, Lights, etc.	✓	✓	✓
Placement of Reserve Signs at Ceremony	✓	✓	✓
Placement of Last Minute Setup Items	✓	✓	✓
Placement of Outdoor Styling Pieces	✓	✓	✓
Setup of Lawn Games + Activities	✓	✓	✓
Placement of Confetti	✓	✓	✓
Coordination of Photography Shots List	✓	✓	✓
Coordination of Special Songs List	✓	✓	✓
Coordination of Bridal Party Entries	✓	✓	✓
Delivery of Breakfast Catering to Bridal Party	✗	✓	✓
Collection + Delivery of Bouquet + Button Holes	✗	✓	✓
Styling Consultation - let's nail your vision!	✗	✓	✓
Sourcing of Wedding Stationery	✗	✓	✓
Creation of Bridal Party Appointment Boxes	✗	✓	✓
Socials Reels Video of Special Day	✗	✓	✓
30 minute Engagement Photo Shoot	✗	✗	✓
Consultation Session for Hens / Bucks Parties	✗	✗	✓
Accommodation Check in for Bridal Couple	✗	✗	✓
Luggage Drop off to Bridal Couples Suite	✗	✗	✓
Setup of Rose Petals + Sparkling in Suite	✗	✗	✓
	\$300	\$500	\$800

# IMPORTANT INFORMATION

## TERMS OF PAYMENT

We require a deposit of 25% to secure your booking, with full payment due 4 weeks prior to your booking date. Late payments may result in the cancellation of your booking, you will receive an email prior.

## PAYMENT OPTIONS

We offer a range of different payment options to suit your needs –

- Pay a 25% deposit at time of booking, with full payment 4 weeks prior to your booking date
- Pay a 25% deposit at time of booking, with a payment plan in place to slowly pay off, with full payment 4 weeks prior to your booking date
- Pay in full at time of booking

## CANCELLATIONS AND REFUNDS

Cancellations outside of 4 weeks (28 days) prior to the booking date will not incur any fees and will receive their deposit back in full.

Cancellations within 4 weeks (28 days) to the booking date will incur the full amount of your invoice.



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GET IN TOUCH WITH US

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