

Aim 2 DIY (Do it yourself) Set-Up and Take-Down Packages

Starting at \$450.00 + **and up** Prices subject to applicable Tax. (Based on 30-80 Guests)

Are you creative? Do you want to be involved with decorating and the planning of your big day?
Are you asking yourself.....how will you pull it off? *Then this package is right for you!*
Package will be based on guest count and desired items required for Set-up & Take-down.

All packages will be personalized to fit client's overall needs regarding their event.

Price above does not include: Added Rental items, décor rentals, or catering

Package may include the following

A personal package will be dated & presented upon review of clients needs.

✓ **Coordinator** ~ with over 20 years of experience in the **Event Planning, Catering & Decorating industry.**
2 - 3 face to Face meetings, exchanging of emails addressing any prior questions or concerns.
Involved with all logistics regarding client's personal items included in the event day set-up & take-down process.
Added Help ~ Assistance with Floor Plan options, Keeping with-in the budget & Vendor Recommendations
NOTE: Day Of Coordination is an added fee of \$25.00+ an hour - min. 4 hours
Coordinator will be on-site during the set-up process. Coordinator will leave once reception begins. The return time will be stated in client's personal package. Take-down time will be based on the exit time stated in the Venue Rental Agreement with the client

✓ **Set Up** ~ **Can Include: Ceremony & Reception Location – To be discussed**

Personal Items & Decorations provided by the client:

The client will provide an itemized list of personal items that they will supply day of. This list will be provided to Aim 2 Pleeze which will be included in their personalized package listed below.

"We don't like surprises... so we ask that you communicate all items with us prior the event date to avoid any disappointment!!"

EXAMPLE list of personal items

(PLEASE NOTE some locations ~ **TABLE PLACEMENT** WILL BE ARRANGE WITH JANITOR) price subject to labour cost for table placement)

- Table Linens
- Table Overlays / Runners
- Centerpieces for all guest tables + Extras for bathroom, guest registry, cake table etc....
- Guest table placement cards
- Chair covers – chairs *sashes will have additional cost for time & Labour added*
- Bathroom Accents
- Guest Registry / Sign in table items: Displaying Seating Chart, Guest Book, Card Box, Pictures etc....

Additional Rental Items ordered: if the company does not include set-up

- Specialty Chairs
- Cocktail Tables and Bar stools
- Specialty Napkins

**** Sorry NO Pick-up & Return of Rentals or Personal items included in this package.**

Must be delivered and picked up from the event location* *

✓ **Take Down Services** ~ Can include: Clients personal items & additional rentals that are included in clients personalized package

All items listed in the clients personalized package will be included in the "take-down services" area of the package, unless stated otherwise.

NOTE: Client must provide, Boxes, Rubbermaid bins or containers for personal items to be properly packed into at the end of the event to avoid breakage.

Aim 2 Pleeze Staff will assist by bringing personal items to a front door "OR" elevator.

Please provide person(s) to pack items into an assigned vehicle at the end of the night.

NOTES: Take-down service does **NOT** include the following listed below, **FULL responsibility is of the hired staff or Catering Company booked on that event date.**

Items NOT included in take-down: CLEARING off tables "or" CLEAN -UP OF: Dirty dishes, glassware, cutlery, cloth napkins

Items NOT included in take-down: Clean up of empty bottles, catering items, taking out garbage and recyclables, Sweeping "or" Janitorial Services

We are not responsible for LOCKING up at the end of the event, unless discussed and confirmed prior.

**All packages will be personalized to fit client's overall needs regarding their event.
Event details must be provided NO later than 1 month the event date to provide accurate responsibilities included in their personalized package.**



What to Expect....

First meeting >

- Establish client's needs regarding: Day of and Coordination / Planning Needs.....
- Establish: Theme, Colors and Vision (start a Pinterest board)
- DISCUSS – What are the clients Expectations, wants and needs.... "OR" what they DO NOT want to do!
- Discuss Reasonable Budget – ALL areas (Event / Rental Coordination, Food, Décor, Flowers, Alcohol, Attire, Venue etc.)
- Discuss personal items that the client will be supplying – ****rough draft will need to be provided to coordinator**
- Discuss package options and rough estimate

Via Email or in a scheduled meeting - Present personalized packages, estimated quotations

Confirm details needed:

- What is being served.... (Food & BAR? Beverages, other: Cultural items)
- Will the client provide alcohol to the guest tables or water during dinner service?
EX: Bottles of Wine for dinner & Water jugs offered at each guest table
Will the bar stay open during dinner service, bartender can assist on the floor?
- Before second meeting ~ Book the catered and finalize menu. (The chosen Caterer should have provided a food tasting at this point)
- Deposit is provided to reserve date and services

Second Meeting > 1-2 months after fist initial meeting "or" before if needed

Meet at the venue

- floor plan options (Head table 2-14)
- Dream ~ Create & visualize Anything is possible!
- Decorations desired – **A budget should be established in this area – Please provide – TBC**
- **Client will provide an itemized list of personal items that they will be supplying**
- Discuss other VENDORS & establish meetings with them – **extra charge for coordinator to attend vendor meetings**
- Discuss rough draft of event day schedule

Third Meeting > 3-4 months after fist initial meeting "or" before if needed

At the venue or where it is convenient.

- ✓ Client will provide ALL contracts to Aim 2 Pleeze - from other Hired Vendors
- All must be included in contracts:
 - Times of delivery's / pick-ups
 - Time Personal items will be delivered & person(s) responsible for end of the night take-home
 - Contact numbers for event day emergencies
- ✓ Finalize event day schedule revised with any changes – copy provided to Aim 2 Pleeze Coordinator
- ✓ Additional Deposits are provided

Final Meeting > 4 – 3 Weeks prior the event date

- All Packages and adjustments should be finalized at this point.
- Final payments are required
- Let's celebrate!

Beginning stages.... start thinking about

Getting Started.....

Sending out your invites (Save the Date)

- Parking? Is it limited? encourage your guests to car-pool or take a local taxi

<https://www.theknot.com/content/complete-wedding-invitations-checklist>

<https://www.optimalprint.ca>

- Getting Married in BC ~ <http://www.vs.gov.bc.ca/marriage/index.html>

Start thinking about what is important to you....

- Event day time-line or rough planning of schedule ~ <http://www.bridalguide.com/planning/wedding-planning-basics/complete-wedding-day-timeline>
- Pictures ~ See links below
- Will you need transportation to and from the venue?
- Do you want a rehearsal?
- Song for Ceremony, exit song, first dance.... etc.
- Will the couple be announced into the venue as Mr. and Mrs. DJ - play a specific song?
- Who will be your MC?
- DJ – vs- (music AMP \$35.00+ rental) iPod with downloaded music, someone will need to oversee / change songs.
- First Dance (Where and When)
- Guest give-aways?
- Guest Seating arrangement or casual seating?
- Garter, Bouquet toss, Speeches – how many? During dinner?
- Will there be a Slideshow? Do you want a lot of Dancing?
- Will you include games or entertainment for your guests?
- If you are receiving money gifts – make sure someone is responsible to lock it up at some point of the evening.

What is being served for beverages and food

- Wine offered at guest tables during dinner? Will your caterer charge corking fee?
- Water jugs – vs- bottles of water at the bar – client to purchase
- Open bar OR tickets, signature drinks? Will you need signs?
- Glasses and / OR take-out cups
- Coolers, ICE, beverage napkins etc.... who will supply these items – we offer Bar service if you require. Price based on #s and what is being served.

ITEMS SUPPLIED BY THE CLIENT ~ Supply itemized list to Set-up crew

For example, ...

- Floor plans including event schedule ~ Coordinator may offer this service
- Vendor list and contact info
- List of ANY décor items, include set-up instructions – use pictures for examples
- Guest sign-in book or picture, card box....
- Amount of Alcohol, Pop, juice, or non-alcoholic beverages + Licence to be posted
- Cake, Desserts to be supplied?
- Boutonnieres and Bouquets – these may need to be delivered to your home / hotel rather than the venue?
- **Any personal items needing to be delivered to the venue**
 - Who will deliver these items day of (10:00AM no latter) TBD – Example ceremony time 2:00PM
 - Who will take these items home at the end of the night, please provide contact info for day of.

INSURANCES / LICENCES & Safe Alternatives for guests driving home

- Obtain the liquor licence (Couple **can not** submit the application) Need a SIR # We can supply if we are tending bar.
- Event insurance
- Janitor fees ~ this is offered at some venues, this maybe an extra charge, this includes washroom clean-up, garbage disposal and tear down of tables / chairs. This is important you DO NOT want to do this at the end of the night.
- MC or couple to announce in their speeches... encourage your guests to find a safe ride home – have a plan at the end of the night for your guests?

Things to ask your Catering Company

- Will they offer you a food tasting prior booking services? Will there be a charge if you do not book with them?
- What will they include – EX rental items, plates, cutlery, napkins, table linens etc....
- Will they offer set-up? / Tear Down?
- Will they pack you any left-overs?

- What will the staff be responsible for? End times indicated on their contract
- What if they leave anything behind at the end of the night?

**For more helpful questions please click these links

<https://www.theknot.com/content/questions-to-ask-your-wedding-caterer>

<http://www.thekitchn.com/15-questions-to-ask-your-wedding-caterer-221982>

Things to ask you your Photographer....

- Have they worked in the area before?
- Will they visit the location with you prior the date?
- What time will they be leaving – this will ensure all important moments are captured

**For more helpful questions please click this link <http://www.herecomestheguide.com/wedding-party-ideas/detail/questions-to-ask-a-potential-wedding-photographer/>

Things to ask you your DJ...

- Can they play your ceremony music?
- Have they worked in this venue before?
- Can they be your MC or make important announcements for the evening

**For more helpful questions please click this link <http://www.brides.com/story/questions-to-ask-your-wedding-dj-or-band-before-booking>

Up-coming Wedding Fairs in this area.....

<http://www.wedresources.ca/index.php/shows>

<http://www.weddingconnections.ca/wedding-shows>