

EVENTS WELCOME PACKAGE



PLAN INCLUDED

All the services included in your chosen package.

OVERVIEW

Main key elements to events

TIMELINE

Timeline of all the tasks to be accomplished during the process.

HELLO AND welcome



A WARM WELCOME FROM VIZION EVENT & DESIGN TEAM! MY NAME IS DARLENS AND I'M THE FOUNDER AND CONSULTANT MANAGER BEHIND THE TEAM THAT WILL ACCOMPANY YOU THROUGHOUT THIS BEAUTIFUL JOURNEY.

WITH MY BACKGROUND IN ACTUARIAL SCIENCE, I GREW GREAT KNOWLEDGE ABOUT THE BUSINESS AND FINANCIAL FIELDS. AS AN ACTUARIAL ANALYST, I DEVELOPED MY SENSE TO DETAILS, ANALYTICS AND MANAGEMENT SKILLS.

WANTING TO MELT MY BUSINESS/ FINANCIAL SIDE WITH MY CREATIVE SIDE, I OBTAINED MY WEDDING PLANNER CERTIFICATION AT ICS CANADA.

WITH MY LOVE OF FASHION, ART AND DESIGN I ALWAYS STAY ON TOP OF NEW TRENDY AND CREATIVE WAYS TO ACCOMPLISH NEW REALIZATION. OUR TAG LINE "MAKE VIZION A REALITY" TAKES ON ITS FULL MEANING. AT VIZION WE TAKE PROUD IN TRANSLATING YOUR VISION INTO LIFE WHILE REDUCING THE AMOUNT OF ENERGY AND TIME YOU WOULD SPEND ON ORGANIZING THE EVENT YOURSELF. AT VIZION, WE LOVE TO THINK OUT OF THE BOX AND TO COME UP WITH NEW DESIGNS SO YOUR EVENT IS TAILOR-MADE. WE ALSO TAKE PRIDE IN OFFERING THE BEST CUSTOMER SERVICE BY BEING OPEN, TRANSPARENT AND AVAILABLE. BOOK YOUR FIRST CONSULTATION SO WE CAN ASSIST YOU AS SOON AS POSSIBLE.

WHY SHOULD YOU hire us?



- WE WILL PROVIDE A STRESS-FREE PLANNING BY TAKING THE RESPONSIBILITIES OFF YOUR PLATE
- WE ONLY WORK WITH TOP PROFESSIONALS IN THE FIELD IN ORDER TO OFFER TOP NOTCH PRODUCTS
- AS LICENSED PLANNERS, WE HAVE ACCESS TO PREFERENTIAL PRICES FROM VENDORS IN THE INDUSTRY (SPEND SMARTER, SAVE MORE)
- WE OFFER A FULL COMPLETE ASSISTANCE THROUGHOUT ALL THE PLANNING PROCESS WITH PROFESSIONAL ADVICES
- AS EVENT DESIGNERS, WE ARE ABLE TO HELP YOU FINE-TUNE AN AESTHETIC THAT SPEAKS TO YOUR LOVE AND YOUR PERSONALITIES
- WE OFFER ALL TYPE OF PACKAGE TO MEET YOUR NEEDS

DeLuxe Service Planning

DELUXE SERVICE PLANNING REGROUPS DESIGN WEDDING SERVICE & FULL SERVICE WEDDING PLANNING PACKAGE. THIS PACKAGE IS IDEAL FOR THE COUPLE WHO WANTS WEDDING PLANNING SERVICE GUIDANCE FROM START TO FINISH INCLUDING DECORATION SERVICES FOR THE CEREMONY AND RECEPTION. THIS WEDDING PLANNING PACKAGE INCLUDES (BUT IS NOT LIMITED TO) :

FULL SERVICE

- WEDDING PLANNING TIMELINE (PROCESS & WEDDING DAY)
- WEDDING PLANNER BOOK
- BUDGET MANAGEMENT AND TRACKING
- VENDOR REFERRAL + ASSISTANCE ON VISITS & BOOKINGS AND CONTRACTS REVIEW
- VENDOR MANAGEMENT
- DEVELOPING AND EXECUTION OF DESIGN (THEME, SCHEME COLOR, ETC)
- MANAGE AND ORDER SAVE-THE-DATES, WEDDING INVITATIONS AND ALL PRINTED MATERIALS
- TRACKING OF GUEST RSVP'S
- WEDDING FAVOURS & ACCESSORIES
- COORDINATING ACCOMMODATIONS AND TRANSPORTATION
- UNLIMITED MEETINGS, COORDINATION TIME & CONSULTATION
- ATTENDANCE AT VENDOR MEETINGS
- CONDUCTING CEREMONY REHEARSAL
- MANAGE DELIVERY AND SETUP OF ALL WEDDING DAY VENDORS
- COORDINATION OF REHEARSAL, CEREMONY & RECEPTION
- ASSIST WITH SEATING CHARTS
- WEDDING PLANNING TIMELINE (PROCESS & WEDDING DAY)
- UNLIMITED TIME ON-SITE WITH COORDINATOR AND ASSISTANTS ON WEDDING DAY
- DIRECTING THE CEREMONY PROCESSIONAL



DESIGN SERVICE

- FULL CUSTOMIZED CEREMONY DECOR
- FULL CUSTOMIZED RECEPTION DECOR
- FRESH FLOWERS
- FURNITURE RENTALS
- FLORAL ARRANGEMENT & SETUP
- ALL TABLE DESIGNED
- HIGH/LOW CENTRE PIECES
- LINEN FOR CHAIRS & TABLES
- BACKDROP & DRAPING
- TABLE CLOTH
- CUTLERY & PLATE SETS
- LOUNGE AREA DECOR
- COCKTAIL AREA DECOR
- SO MUCH MORE...

*PRICING: SETUP & DESIGN PRICE STARTING AT **\$4750**. PRICE MAY VARY DEPENDING ON HEAD COUNTS&DESIRED DESIGN)

DEPOSIT REQUIRED OF 25% TO BOOK SERVICES.

Full Service Planning

FULL SERVICE WEDDING PLANNING PACKAGE IS IDEAL FOR THE COUPLE WHO WANTS WEDDING PLANNING SERVICE GUIDANCE FROM START TO FINISH. OUR LEAD WEDDING PLANNER WILL HANDLE ALL VENDOR COORDINATION, TRACK YOUR WEDDING BUDGET, ORGANIZE A TIMELINE, TRACK THE GUEST LIST, AND SO MUCH MORE. THIS WEDDING PLANNING PACKAGE INCLUDES (BUT IS NOT LIMITED TO) :

- WEDDING PLANNING TIMELINE (PROCESS & WEDDING DAY)
- WEDDING PLANNER BOOK
- BUDGET MANAGEMENT AND TRACKING
- VENDOR REFERRAL + ASSISTANCE ON VISITS & BOOKINGS AND CONTRACTS REVIEW
- VENDOR MANAGEMENT
- DEVELOPING AND EXECUTION OF DESIGN (THEME, SCHEME COLOR, ETC)
- MANAGE AND ORDER SAVE-THE-DATES, WEDDING INVITATIONS AND ALL PRINTED MATERIALS
- TRACKING OF GUEST RSVP'S
- WEDDING FAVOURS & ACCESSORIES
- COORDINATING ACCOMMODATIONS AND TRANSPORTATION
- UNLIMITED MEETINGS, COORDINATION TIME & CONSULTATION
- ATTENDANCE AT VENDOR MEETINGS
- CONDUCTING CEREMONY REHEARSAL
- MANAGE DELIVERY AND SETUP OF ALL WEDDING DAY VENDORS
- COORDINATION OF REHEARSAL, CEREMONY & RECEPTION
- ASSIST WITH SEATING CHARTS



- WEDDING PLANNING TIMELINE (PROCESS & WEDDING DAY)
- UNLIMITED TIME ON-SITE WITH COORDINATOR AND ASSISTANTS ON WEDDING DAY
- DIRECTING THE CEREMONY PROCESSIONAL
- COORDINATING WITH SETUP OF THE CEREMONY AND RECEPTION
- DISTRIBUTING FINAL PAYMENT AND GRATUITY TO VENDORS
- PROVIDING AN EMERGENCY KIT
- COORDINATE LOAD-OUT

*PRICING: FLAT FEE STARTING AT \$3,500 (*PLEASE NOTE DEPENDING ON SIZE OF VENUES + GUESTS THE FEE MIGHT INCREASE OR DECREASE IF SMALL WEDDING)

DEPOSIT REQUIRED OF 25% TO BOOK SERVICES.

Partial Service Planning



- UNLIMITED TIME ON-SITE WITH COORDINATOR AND ASSISTANTS ON WEDDING DAY
- DIRECTING THE CEREMONY PROCESSIONAL
- COORDINATING WITH SETUP OF THE CEREMONY AND RECEPTION
- PROVIDING AN EMERGENCY KIT
- COORDINATE LOAD-OUT

PARTIAL SERVICE WEDDING PLANNING PACKAGE IS IDEAL FOR THE COUPLE WHO DESIRE TO HAVE FULL ENGAGEMENT WITH THE VENDORS BUT MAY NOT HAVE THE RESOURCES OR KNOW HOW TO PUT ALL THE PARTS TOGETHER. THIS PACKAGE ALLOWS THE BRIDE TO PLAN MAJORITY OF THE WEDDING WITH ASSISTANCE FROM ONE OF OUR CONSULTANT. THIS PACKAGE INCLUDE:

- WEDDING PLANNER BOOK
- VENDOR REFERRAL + ASSISTANCE ON VISITS & BOOKINGS AND CONTRACTS REVIEW (3 VENDORS)
- COORDINATING ACCOMMODATIONS AND TRANSPORTATION
- MONTHLY MEETINGS, COORDINATION TIME & CONSULTATION
- CONDUCTING CEREMONY REHEARSAL
- MANAGE DELIVERY AND SETUP OF ALL WEDDING DAY VENDORS
- COORDINATION OF REHEARSAL, CEREMONY & RECEPTION
- ASSIST WITH SEATING CHARTS
- WEDDING PLANNING TIMELINE (PROCESS & WEDDING DAY)

*PRICING: FLAT FEE STARTING AT \$2,750 (*PLEASE NOTE DEPENDING ON SIZE OF VENUES + GUESTS THE FEE MIGHT INCREASE OR DECREASE IF SMALL WEDDING)

DEPOSIT REQUIRED OF 25% TO BOOK SERVICES.

Design Service



DESIGN SERVICE WEDDING PLANNING PACKAGE IS FOR FUTURE WEDS WHO NEEDS INPUT ABOUT ALL THE DESIGN & DECORATION FOR THE VENUES (CEREMONY & RECEPTION). WE WILL DESIGN A CUSTOMIZED PACKAGE SUITED FOR ALL YOUR NEEDS.

- WEDDING PLANNING TIMELINE (PROCESS & WEDDING DAY)
- WEDDING PLANNER BOOK
- BUDGET MANAGEMENT AND TRACKING
- VENDORS REFERRAL + ASSISTANCE
- FULL CUSTOMIZED CEREMONY DECOR
- FULL CUSTOMIZED RECEPTION DECOR
- FRESH FLOWERS
- FURNITURE RENTALS
- FLORAL ARRANGEMENT & SETUP
- ALL TABLE DESIGNED
- HIGH/LOW CENTRE PIECES
- LINEN FOR CHAIRS & TABLES
- BACKDROP & DRAPING
- TABLE CLOTH
- CUTLERY & PLATE SETS
- LOUNGE AREA DECOR
- COCKTAIL AREA DECOR
- SO MUCH MORE...

*PRICING: SETUP & DESIGN PRICE RANGES TYPICALLY BETWEEN 15-25% OF TOTAL BUDGET DEPENDING ON HEAD COUNTS&DESIRED DESIGN)

DEPOSIT REQUIRED OF 25% TO BOOK SERVICES.

Month-Coordination Service Planning

MONTH OF COORDINATION SERVICE WEDDING PLANNING PACKAGE IS IDEAL FOR THE COUPLE WHO HAS DONE MAJORITY OF THE WEDDING PLANNING BUT IS LOOKING FOR A COORDINATOR ON THEIR BIG DAY. OUR CONSULTANT WILL BE INVOLVED 6 TO 8 WEEKS PRIOR THE WEDDING DAY.

- 3 MEETINGS (COORDINATION & CONSULTATION)
- ASSIST IN FINALIZING THE WEDDING DAY SCHEDULE
- DISTRIBUTE WEDDING DAY SCHEDULE TO VENDORS
- CONFIRMATION WITH VENDORS ONE TO TWO WEEKS PRIOR TO WEDDING
- MANAGE DELIVERY AND SETUP OF ALL WEDDING DAY VENDORS
- COORDINATION OF REHEARSAL, CEREMONY & RECEPTION
- UNLIMITED TIME ON-SITE WITH COORDINATOR AND ASSISTANTS ON WEDDING DAY
- DIRECTING THE CEREMONY PROCESSIONAL

*PRICING: FLAT FEE STARTING AT \$1,750 (*PLEASE NOTE DEPENDING ON SIZE OF VENUES + GUESTS THE FEE MIGHT INCREASE OR DECREASE IF SMALL WEDDING)

DEPOSIT REQUIRED OF 25% TO BOOK SERVICES.



- COORDINATING WITH SETUP OF THE CEREMONY AND RECEPTION
- PROVIDING AN EMERGENCY KIT
- COORDINATE LOAD-OUT