



THE EVENT EXPERTS

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OUR SERVICES

Ultimate Wedding Package - Full Planning

The Ultimate Wedding Planning Package is our premium service, its purpose is to ensure that you can relax and enjoy every experience of the wedding planning process AND create an elegant and beautiful wedding for you and your family. This package is designed for couples who require complete wedding planning management.

Yes this package covers everything. All aspects of the wedding will be thoughtfully taken care of, from supplier briefs to arranging your guest transport to sourcing your entertainment. We will do all of the hard work and research, so that you can have the joy of still being involved in all of the wedding choices. We are focused on attention to detail and will create customized schedules, timelines, and itineraries to ensure the management of your wedding is in complete control and suppliers, bridal party and family members are fully informed and on the same page. Your Wedding Planner will be your personal wedding assistant and will be there by your side throughout the whole process making it fun, relaxed, and stress-free and ensuring every detail is planned to perfection.

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Below is an example of the types of tasks that we will take care of on the big day:

- Budget preparation
- Selecting, identifying, hiring, and arranging the payment of wedding professionals, and wedding service providers such as venue, catering services, hair and make-up, decoration, photography, videography, entertainment, sound and lighting, accommodation, transportation, and other services.
- Liaise with all the vendors and venue management prior to and on the wedding date in terms of logistics and scheduling of events.
- Develop an itinerary and schedule appointments for any pre-wedding visits, including venue inspections, vendor appointments, food tasting as well as hair and make-up trial.
- Prepare the rundown and itinerary for the wedding event in consultation with the couple and the selected vendors well before the wedding date.

OUR SERVICES

Prior to the Ceremony:

- Attend to the Bridal Party as required
- Unless otherwise advised, the Wedding Planner will phone the Bride and Groom on the day to ensure that everything is running smoothly required items are being delivered, and required vendors are arriving (e.g. photographer, florist). Should there be any issues on the day, the Wedding Planner should be contacted immediately so that a solution can be identified.

The Ceremony and immediately After:

- Coordinate all vendors and suppliers on the wedding day to ensure delivery, arrival, and set up on time
 - provide support to vendors and suppliers when required.
- Coordinate transport for the bridal party.
- Oversee the design and setup of the ceremony venue.
- Pack up of ceremony venue, ensuring the venue is left clean.
- Coordinate and oversee receiving and seating of guests at the ceremony.
- Assemble the bridal party for the processional and recessional.

UP TO 30 PAX - STARTING FROM IDR 25,000,000

OUR SERVICES

- Manage legal wedding requirements.
- Collect the marriage certificates, guest book, candles, programs, and anything left behind after the ceremony.
- Attend photo-taking after the ceremony and coordinate with the photographer if required (please note that this is generally not a requirement as most photographers are experienced in their role and don't need extra assistance). However, we are often called upon to assist in gathering family members at the ceremony for family photos as this can be a time-consuming process.

The Wedding Reception set up and arrange pack up the reception:

- Oversee the design and setup of the event.
- Oversee and coordinate with all vendors and suppliers (inclusive of venue staff, caterers, musicians, MC, photographers) to ensure arrival, setup, and delivery on time and as per requirements.
- Coordinate the grand entrance of the Bridal Party.
- Coordinate and oversee receiving and seating

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SERVICE EXCLUSION

Payment of any vendors for any necessary services. Kreatif By Design can assist in facilitating payment but does not include the payment fee or any bank charges incurred. Any trial services such as food tasting, hairdo trials, etc. If these charges are incurred, these charges will be charged to the client.

Kreatif By Design can help you in the arrangement of the below services, but extra charges are applied to the client:

- Holiday arrangements, restaurant booking,
or any other arrangement that is not related to wedding planning services.
- Meals for all crew and vendors on the day of the wedding
and the wedding rehearsal
- RSVP Service.
- Transportation arrangement and reservation service
- Any trial services such as food tasting, hairdo trials, etc. If these charges are incurred, these charges will be charged to the client.
- Transportation charges of wedding service suppliers, as well as transportation charges for the transportation of any event participants.

SERVICE EXCLUSION

- Any assistance of the above services before 06:00 AM (morning) and/or after 00:00 (midnight) will incur extra charges.
- Any extra costs due to relocation/adjustment of the event at last-minute notice, including due to bad weather.
- Any services not mentioned in the above inclusions.



OUR SERVICES

Essential Wedding Package - Day Coordination

- Unlimited email support from your own Wedding Assistant
- Wedding Planning pack including checklists, templates and tips to help with your wedding planning
- Online preparation meeting before the wedding day
- Supplier and vendor double checks and confirmations
- A detailed wedding day itinerary that will be distributed to all suppliers, bridal party, MC and anyone else that will need it on the day
- Attend, supervise, and assist with Wedding day management and execution from setup at the Wedding Ceremony to the beginning of your Reception up to 10-12 hours

UP TO 30 PAX - STARTING FROM IDR 6,000,000++

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SERVICE EXCLUSION

Payment of any vendors for any necessary services. Kreatif By Design can assist in facilitating payment but does not include the payment fee or any bank charges incurred. Any trial services such as food tasting, hairdo trials, etc. If these charges are incurred, these charges will be charged to the client.

Kreatif By Design can help you in the arrangement of the below services, but extra charges are applied to the client:

- Holiday arrangements, restaurant booking,
or any other arrangement that is not related to wedding planning services.
- Wedding planner, guest management, on the day service, concierge, bridal assistant, function manager, and MC
- Meals for all crew and vendors on the day of the wedding
and the wedding rehearsal
- RSVP Service.
- Transportation arrangement and reservation service
- Any trial services such as food tasting, hairdo trials, etc. If these charges are incurred, these charges will be charged to the client.

SERVICE EXCLUSION

- Transportation charges of wedding service suppliers, as well as transportation charges for the transportation of any event participants.
- Any assistance of the above services before 06:00 AM (morning) and/or after 00:00 (midnight) will incur extra charges.
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OUR SERVICES

Styling Package

Our Wedding Design and styling Service creates the absolute bespoke event for your wedding day. This service extends beyond wedding planning to work with our designers who will translate your ideas and vision into your dream wedding scape.

This service includes:

- Overall design concept creation includes:
 - > Colour palette direction
 - > theme brainstorming
- > interweaving your personality into the design so that you as a couple are reflected in your wedding scape.
- Mood board and sketches to illustrate concepts
- Mock-up tablescape post-design approval
- Floor plan layouts
- Budget and proposal preparation for your decor and styling needs
- Managing the services and styling setup of your wedding-scape

* Additional costs for construction, setup, and pack-down would apply and can only be quoted once your requirements are determined.

* The fee does not include decor options and is limited to those services outlined in the inclusion.

IDR 24,000,000++



OUR SERVICES

Wedding Organizer Fee

BOOK YOUR Ultimate Wedding Planning Package

Up to 30 Pax - Rp 25,000,000++
31 to 50 Pax - Rp 30,000,000++
51 to 80 Pax - Rp 35,000,000++
81 to 100 Pax - Rp 40,000,000++
101 to 150 Pax - Rp 60,000,000++

BOOK YOUR Essentials Package - Day Coordination

Up to 30 Pax - Rp 6,000,000++
31 to 50 Pax - Rp 10,000,000++
51 to 80 Pax - Rp 16,000,000++
81 to 100 Pax - Rp 20,000,000++
101 - 150 Pax - Rp 35,000,000++

Additional person IDR 1,500,000++ will be increased or decreased per 10 pax

Styling Package Rp 24,000,000++

Inclusion of this service as listed above





Can't wait to be in touch with you

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