



Your Vision, Fabulously planned, Remembered always!

Polka Dot Wedding Management.

Initial consultation -

- Meet with Kerry and Laura over a cup of tea or a glass of bubbly at a venue near you to discuss your requirements for your magical day. A chance for you to get to know us and decide if we are the right people to be involved in planning your wedding.
- We can offer you our own packages or design a package for you based on your needs and budgets
- We can plan as much or as little and you desire from venues to flowers, catering and cakes, wedding attire and fitting, we can co-ordinate from start to finish working with you and your lifestyle.
- We offer complete flexibility as we understand this your perfect day.
- After our meeting we will draft up the ideal package and contract and come back to you.

On the Day Co-ordination -

This is designed around the couple who have planned their big day themselves and want to enjoy their special day without worrying about the details.

We meet 4 weeks before the big day at the venue to discuss your plans and your day. We will go over your wedding Day schedule with you and we will then send you a timeline before the day for you to go over and make sure you are happy with everything.

We obtain from you all your suppliers contact details to enable us to liaise with them to ensure they are aware of their schedule.

We communicate with all suppliers and venue putting together a schedule of events for on the day, this will be available to yourself if you require.

unlimited phone calls, emails & Skype

On the day we will provide full co-ordination, we arrive at the venue approx. 2.5 hours before your event, overseeing the timings of the day right through to the beginning of your evening reception.

We will carry a bag of tricks for any little emergencies or any little things that may need mending in a hurry – scissors, a sewing kit, plasters, hair spray, hair grips, paracetamol, ibuprofen, batteries, tissues, a hammer and screwdriver...most things will be in the bag for those unexpected little hiccups.

Day co-ordination packages starts from: £425

Final Preparations -

Our service will take over around 8 weeks before the day, the final countdown to your wedding, and will include –

1. We will meet up and see what last minute things may still need to be done. We will check your budget and make sure you are happy and within your budget.
2. We will take information of all your suppliers and do the final checks with them. If needed we can pick up table decorations, favours, gifts, flowers, wedding outfits etc.
3. We can arrange a visit to your venue, discuss your vision for the day and how you want your day to run.
4. We will put a timeline together for everyone to work with.
5. We can chase up any last-minute guest RSVP's that may still be outstanding.
6. We will meet up again around 4 weeks before to confirm all the details of the day, make sure all final payments to suppliers have been settled, confirm arrangement with your suppliers and liaise with them to ensure perfect co-ordination on the day.
7. On the day of your wedding we will provide the same service as listed in our On the Day Co-ordination package.
8. Unlimited phone calls, emailing and skype.

Final preparations packages start from £800

Full Planning and wedding day co-ordination -

Once we have had our initial consultation and you decide we are the people for you then we will become your chief bridesmaids, your matron of honour and your best friend, your sounding board, your 'Go-To Girls' all rolled in to one. We will help you with the design of your chosen theme, help you plan your budget and manage that for you, pick out and visit venues that we think will be suitable and help negotiate the best deal for you. We can help you with guest lists, come up with imaginative design ideas all fitting with your theme, we can send out your save the dates, your invites and help manage your RSVP's giving gentle reminders to those that may be late in replying. We can go dress shopping with you, go suit shopping with you and bridesmaid shopping with you, help you plan the all-important Hen and Stag night/weekend and provide fun, unusual, quirky ideas for these. We can help you with your menu, source caterers and go to tasting sessions with you. We can help with the design of your wedding cake and source this for you, help with flower ideas, the perfect photographer, wedding transport - traditional or more unusual and imaginative, venue decoration, entertainment, and music. We can help co-ordination your wedding rehearsal and make sure that nothing gets missed. We will provide time lines of your wedding day schedule and up date this as we go. We can be at the end of the phone if you have any worries, if your wedding day nerves are getting the better of you (we will be there to reassure you) or if you just need to let off steam! We are there to make sure you have an amazing day and take the worry and stress for you, so you can just enjoy every minute of what will be the best day of your life! For full wedding day planning and co-ordination both the on the day package and final countdown package will take over as outlined.

We will be there for you to make sure the vision you have of your wedding day becomes a reality. We will work with you, we will get involved with as much or as little as you want us too. We won't force our opinions on you, but we will always be honest and open with you.

We want to give you the perfect wedding day that people will remember and talk about for years to come.

This package is priced individually depending on the size and scale of your wedding but will be around 10% of your wedding budget. This is an estimated guide price and will be depended on your individual needs. This can all be discussed at our initial consultation where we will have lots of time to chat about exactly what you would like.

