

Weddings & Engagements – Packages & Prices

Package One – Full Planning Service

This Comprehensive package covers all angles of your wedding, allowing you to leave nothing to chance and guarantees you peace of mind. This Package includes a FREE no obligation consultation, followed by 5-7 pre wedding meetings.

- Paperwork Management
 - Preparing a budget
 - Preparing a timing plan
 - Wedding Etiquette – Paper or Electronic Invites, Save the Dates
 - Guest Lists, Seating and Table Plan
- Venue Sourcing
 - Shortlisting potential venues based on preferences e.g location
 - Organise times to attend venues
 - Negotiate prices on your behalf
 - Reserve date
 - Confirm policy of deposits and payments
- Vendor Sourcing
 - Shortlist vendors for Cakes, Photography, Make-Up etc
 - Setup meeting and Reserve dates with vendors
 - Confirm policy of deposits and payments
- Wedding Theme and Styling
 - Colour Scheme
 - Theme
 - Decoration
 - Coordination of all aspects of decoration and setup
- Wedding Coordination (description below)

Package Two – Partial Planning Service

Our partial planning service is a bespoke package which allows you to personalise exactly what you want by selecting a combination of elements from our UEC Full Planning service list.

Please contact us to arrange a FREE no obligation consultation, in order to discuss your requirements and seek a quotation within 24 hours after your consultation.

Please note that this package excludes Wedding and Engagement Coordination and will incur an additional charge if you will like this to be included as part of your bespoke package.

Package Three – Traditional & Non Traditional Engagement Planning Service

Our Engagement Planning service is another bespoke package for those who may wish to celebrate their special news with friends and family or it may be that your culture or religion requires that you

celebrate your engagement in a unique way. Whatever the case Universal Events Consultants can accommodate to Traditional and Non Traditional Engagement planning.

Please [contact us](#) to arrange a FREE no obligation consultation, in order to discuss the requirements for your engagement and seek a quotation within 24 hours after your consultation.

Please note that this package excludes Wedding and Engagement Coordination and will incur an additional charge if you will like this to be included as part of your bespoke package.

Package Four – Wedding or Engagement on the Day Coordination

This Package will include your FREE no obligation consultation, followed by 2-3 pre wedding meetings and all as follows:

- We will be present on your big day, right from the start through to finish ensuring everything runs smoothly and according to schedule.
- Oversee the venue setup and decoration and ensure everything is laid out as you expect
- Preparation of timing plan for vendors and day running order
- Liaise with all vendors to confirm times, balances of payments and all arrangements as described in contracts
- Prepare a contingency plan for any unforeseen circumstances
- On hand for Bridal Party and guests
- Seating guests according to the table plan

Our Services – Events & Parties

Universal Events consultants have the necessary experience and knowledge to help you plan any event or party you have in mind.

Our Goal is to help you create that memorable occasion and ensure its success, we cater to all types of events including:

- Kids and Adults Birthday Parties
- Surprise Birthday Dinners
- Baptisms, Christening, Naming Ceremonies
- First Holy Communions
- Confirmation
- Prom Nights
- Charity/Non Profit Events
- Baby Showers
- Anniversaries Events

Please note planning and coordination availability may vary depending on the event type you require. Please [contact us](#) to arrange a FREE no obligation consultation, in order to discuss your requirements and seek a quotation within 24 hours after your consultation for your Event or Party.