



LDW Coordination & Planning Services

Making Your Dream Wedding Perfect

LDW Event & Coordination Managers bring you over 20 years of experience in the wedding industry, having delivered many thousands of weddings from intimate occasions to the larger celebrations, we can curate unforgettable moments for couples.

No request is ever too small, and every detail is handled with care and precision. Our bespoke wedding packages are thoughtfully designed to provide expert planning and coordination on a variety of levels dependant on your requirements, ensuring your special day is as seamless and stress-free as possible. Whether you desire a lavish affair or an elegant, understated event, we are dedicated to making your wedding truly extraordinary, with the following packages available:

The Classic Package

Designed to give you an overview of your main celebrations, with key aspects planned and coordinated, ready for you, your event planner or hotel venue to take over.

- **Dedicated coordinator point of contact**

- Up to 1 online teams meeting to go through all planning services prior to the 6 month period where the coordination starts
- 2-3 meetings (via Teams and phone), this will also include an online venue walk/talk through
- Unlimited contact via email from the time of contract. Any phone calls, meetings and or video chats need to be pre-scheduled - we are always here for you!
- Monthly email check ins that will provide updates to ensure all plans are going ahead correctly

- **Key information for venue/hotel such as bride, groom and key group names, contact, addresses**

- **Event time lines such as below**

- Arrival of bride, groom, guests to ceremonies
- Ceremony times
- Meal times
- Entertainment
- Finish

- **Layout planning**

- Seating plans for ceremony
- Layout & seating plans for wedding breakfast
- Layout & seating plans for reception party

- **Food & beverage choices and numbers**



The Signature Package

Including all the items in The Classic Package as standard, The Signature Package additionally is designed to give you support of all your wedding planning and coordination up until your arrival at your chosen venue/hotel.

Providing a full overview of your main celebrations, with enhanced planning and execution, ready for you, your event planner or hotel venue to take over.

- **Venue/hotel communication**
 - Liaison in respect of all menu choices for all the guests
 - Liaison in respect of beverage detail
 - Layout and seating planning of all arrangements
 - Name allocation of all guests for seating
- **Communication with regards event finalisation for all nominated suppliers including but not limited to the following**
 - Live performers & bands
 - DJ
 - AV equipment
 - Décor companies
 - Cake supplier
 - Bouquet & flower suppliers
 - Any other bespoke arrangements

Please note this package is for liaison with your agreed suppliers and goods required. If full sourcing and negotiation on price and requirements is required, then an additional charge will be applicable.

The Platinum Experience

A fully tailored, white-glove service, including all the items in The Signature Package. In addition, full event management and execution at the wedding by one of our experienced senior event managers.

The Platinum Package will remove all the stress of your wedding day, with us providing seamless delivery and leaving the couple and their guests to enjoy their wedding day.

Some other specificities included:

- Within this package your coordinator will also provide a practise run or talk through of your ceremony, instructing your bridal party and family on what to do during the ceremony, providing you with piece of mind on your special day!
- We will retrieve wedding gifts/cards ~ monitoring the flow of the card box and personally hand the cards to you at the end of the night
- Arrange for ALL your personal items to be packed up and given to a designated family member, room, and/or vehicle

Terms and conditions:

1. The Platinum Experience event management is for the main wedding day, additional daily rate £795 thereafter.
2. All packages begin 6 months prior to the wedding date.
3. For liability reasons, our coordinators cannot serve food or drinks to guests, bus tables, hang or install any décor that requires a ladder, or move anything that is heavy enough to require machinery.
4. The Platinum Experience client responsible for LDW event manager hotel room & food costs for the duration of the stay.
5. All prices inclusive of vat & UK taxes.
6. All final payments are required 30 days prior to the wedding date.

