



*Romina  
Ferraretto*

social&corporate**events**

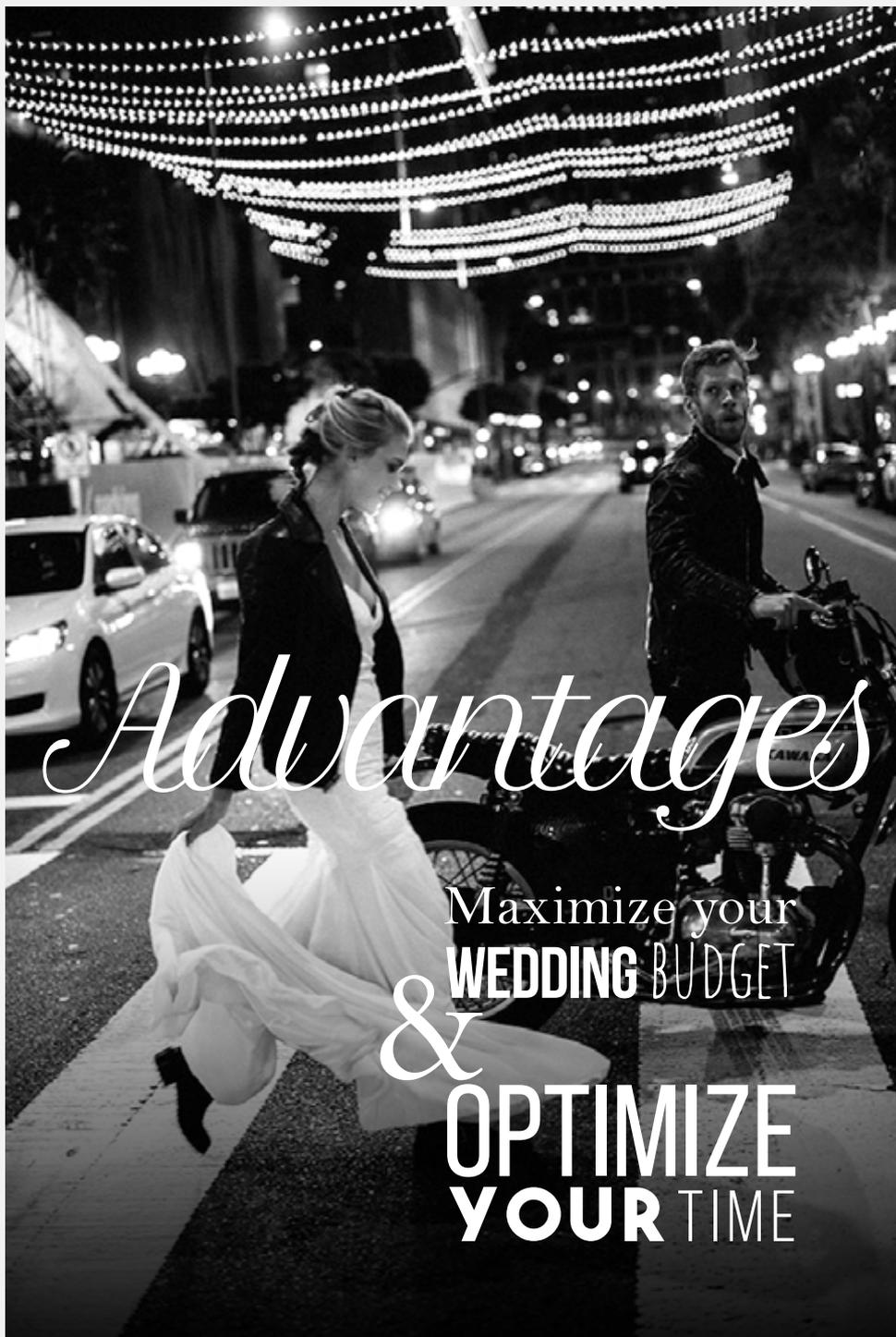
“We Create, You Celebrate”

At **Romina Ferraretto** we organize, produce and design all the stages of your event.

Nothing is too little or too big for our team of experts. Our focus on personalized, dedicated service and our unique ideas differentiate us.

We are very passionate about making sure that all planning is about the couple and we never lose sight of that. With you in mind we create Your Big Day! From the smallest details to the most opulent requirements. Our goal is for you to enjoy the process, we won't rest until your expectations are achieved, planning and executing an incredible and unforgettable event.





# *Advantages*

Maximize your  
**WEDDING BUDGET**

**&**

**OPTIMIZE  
YOUR TIME**

# 1 Services

## 2

### 3

#### 4

##### 5

###### 6

FULL SERVICE

DAY PLANNER

CONCIERGE EXPERIENCE

DESTINATION WEDDING

YOUR DAY YOUR WAY

ADDITIONAL SERVICES

# 1 FULL SERVICE



The Full Service wedding package is our all-inclusive and most popular wedding planning service. It's exactly as it sounds...absolutely everything you'll need! This service is catered to busy couples who want their ideal wedding, but may not have the time to plan and execute their vision while keeping their day job.

Our planners will be available to you on an ongoing basis. You decide how involved you want to be in the planning. With our professional guidance, you'll be informed of deadlines and enjoy every minute of your wedding experience.

### **The Beginning stages:**

An Initial Consultation to discuss your requirements, likes, dislikes, style of wedding, your ideas. Determine your wedding budget.

- Discuss the number of expected guests.
- Discuss your personal style and vision for your wedding.
- Presentations of photos and prices of a selection of venue options for the Location Set-Up & Coordination of Vendors.
- Contact and Confirm All Hired Vendors and Distribute Wedding
- Agendas to Each Vendor.
- Negotiation of Vendors.
- Unlimited Meetings with Couple.
- Unlimited Communication via Email and Phone.
- 10 hours on Wedding Day with 4 hours before the event. (additional hours available for fee)
- Shared Google docs event folder for easy access to all updates.
- Review Vendor Deposits & Payments Due.
- Transportation Coordination.
- Coordination of Bridal Party Lunch on Wedding Day.
- Seating Chart and Floor Plan Design.
- Personalized Timeline of Scheduled Wedding Events.
- Creation of Day-Of Timeline.
- Distribute Final Payment & Gratuities to Vendors (paid by client).
- Guest Coordination and Assistance
- Includes full Day-of Coordination



## SCOUTING THE VENDORS

**We help you to get in contact and make a good selection of vendors that conform to your wishes and needs.**

- Wedding Stationery: name cards, menus, seating plan, order of service sheets thank you cards
- Table Decor
- Rental transport for bride, groom and their guests: wedding car, taxi, shuttle, etc.
- Setting and furniture.
- Catering service.
- Candy Bar & Delicatessen.
- Animation and locution.
- DJ - Sound and lighting - Special effects
- Photographer - Videographer- Booths.
- Accommodation for bride and groom, or the family.
- Printed and digital invitations.
- Gift list.
- Honeymoon.
- Wedding night.
- Bride and groom's website.
- Makeup and Hair, bouquet and headdress
- Location (Venue, hotel, etc)
- Show, live music or entertainment.
- Private security- Valet P - Baby Sitters - Receptionist
- Wedding Dress / Bridesmaids and Clothing Groom / Groomsmen
- Wedding Cake
- Weddings Rings
- Wedding Bar
- Wedding Gifts



## DAY PLANNER

For couples that already did an incredible job hiring all the vendors but that during the event wish to have a Professional overseeing every detail, so you can relax and enjoy the special moment. If you just need someone to run the show for the big day, we're here for you.

We meet during the upcoming weeks to analyze and control all the budgets and services chosen, receiving our assessment on any pending issue. Our work starts 4 hours before the starting time of the event, supervising and coordinating the event set up. During the party we control the timing of the different stages and solve any possible unexpected issue. Our goal is for you to enjoy your party.

### **Our responsibilities are:**

- General coordination of all vendors prior to the event, during the set up, throughout all the party and at the closing of the event.
- Creation of Day-Of Timeline
- Coordination during the event
- Vendor control
- Party set up and closing coordination



## CONCIERGE EXPERIENCE

Is the perfect alternative for the couple who just want to receive proposals and budgets from vendors that fit your tastes and needs. This service has been designed for those who would like to plan their own event, but require our experience and vendors recommendation. We will cover all the details of the event and give you tips on how to get the most out of your budgets and at the same time optimize your time. We search for the best options and offer you creative ideas so as to achieve a great, successful, distinct party with a personalized and good quality design.

For example, if you are in the search of venues, we make a scouting of the different locations. After that, we send you the corresponding budgets and coordinate the visits. This does not include the coordination during the event, but if you want you can add it.

# DESTINATION WEDDING

Are you looking for a vineyard wedding? A beach? Do you dream with the idea of leaving the city and generating a different experience on your guests? You should trust on us that we are able to turn your destination wedding into an incredible adventure.

If you live abroad and want to get married in Argentina, we are experts in destination events. Our team will be responsible for the planification of your party as well as the accommodation, transfer, activities and personalized tours for your guests.

## **Consultations in Welcome Cocktail, Rehearsal Dinner, Brunch After Party.**

### **Our responsibilities are:**

- Search and selection of vendors involved.
- Vendor hiring: Once we reach an agreement, we are the bridge between you and the vendors
- General budget: initial details and periodical updates
- Regular reports of tasks achieved and pending
- Follow up and contact via skype, mail and telephone.
- Vendor control according the service that was hired.
- Event timeline planning and layout disposal, with A PLAN and B PLAN in case of bad weather.
- Tasting with bride and groom
- Technical meeting with each supplier prior to the event day, to coordinate every detail.
- Coordination of the setting up and during the event.
- Post- event tracking





**5** We will work with you to ensure that your wedding is personal, designing different proposals and budgets to ensure your shared valued and sense of style are perfectly reflected.

*We Create,  
You Celebrate!*



## ADDITIONAL SERVICES

### **CIVIL (Court Marriage) organization:**

Nowadays, the civil is as important as the wedding party, so now couples do not want to stop celebrating it. So, we also help them with the organization and planification.

### **Our responsibilities are:**

- Search and selection of vendors involved.
- Advice regarding Civil Registry + Procedures (\* the procedures are personal).
- Set and be present at each meeting with the different vendors.
- Advice in each of the necessary items: physical space for the toast, catering, drinks, photography and video, surprises, atmosphere, etcetera.
- Dress Code for the occasion according to your tastes and preferences.
- Guests list.
- Event timeline planning and layout disposal.
- General coordination and total supervision of the event (6 hs).



## RSVP

### **Guest confirmation :**

We make the confirmation of the guests by SMS or via e-mail, consulting for their assistance and special menu requirements (vegetarian, celiac, hypertensive, etc) so that we get to know as accurately as possible the amount of people that will be present the day of the event. This will help us not to leave empty seats and avoid unnecessary costs. Apart from that, we put at your disposal an e-mail that you can include in your invitations, for those who would like to confirm in advance their presence or consult on any questions they may have.

### **Our responsibilities are:**

- Send digital invitations (in case they have).
- Follow up (contact and confirm the guests list).



End

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