

*A story about falling
in & out of Love*

EVENT CO.

THE EVENT COMPANY

EVENT PLANNING &
DESIGN SERVICES

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Destination wedding planners based in Athens & Mykonos.

Whether you want to host a big wedding in Athens Riviera, an elopement in Santorini or an intimate gathering in Mykonos.

We will help you to make this day as you have imagined it.

Whether you choose to have your feet in the sand, the comforts of a home wedding or a traditional walk down the aisle, we will be there to help you and create amazing moments.

So feel free to let us orchestrate the best day of your life

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Welcome

So, they asked you to spend the rest of your life with them; you said yes, and now you're both ready to take the leap and march down that aisle.

**Congratulations !
You're getting married!**

As the butterflies settle, you may begin to notice how stressful and confusing planning a wedding can actually be. Chances are, this is your first (and last!) time planning such an event, but knowing how to properly plan your wedding can be daunting (to say the least!). Many couples who seek my advice of ten begin with, "We have no clue where to start!" In an effort to help alleviate common concerns and make it just little more fun, I've armed you with some tools.



01

THE WEDDING PLANNING GAME PLAN

Although every wedding is different, there is a general flow that needs to happen. Find out what has worked for me in my 17+ years of planning weddings.

02

THE GUEST LIST EDIT

A simple tool to determine who is a 'yes' and who is a 'no' and trim that list!

03

BUDGET BREAKDOWN

The wedding budget at a glance, find out how much is generally spent in each area and choose what works for you

04

CEREMONY ORDER

Not sure who is supposed to stand where or walk first down the aisle? This lays it all out for you.

Let's plan a wedding!

Process, Samples & Documentation

Here you will find some examples of our core processes as:

- To Do list.
- Budget expense analysis
- Wedding Day schedule
- Floor plan & construction

To Do List	In Charge	Completion	Comments
To decide about the ceremony - church or seaside if there is going to be wedding in London ?			
Decide which customs to keep from each wedding			
Fee for wedding planning and organizing			
wedding theme proposals			
invitations			
hotel accomodation for guests			
hotel accomodation for suppliers			
taverna for suppliers			
guests transfer-mini van			
carand bike rentals for suppliers			
offer for Friday event - decide the venue			
offer for Sunday event- decide the venue			
Kaiki boat for Sunday - rental			
welcome gifts for guests at the hotel			
Prints for more info for Corfu			
Prints for wedding ceremony details			
proposals for wedding favors			
Spraying for Mosquitoes			
prepare the garden			
2nd visit with the final suppliers			

Time	Action	Action By
Phase 1		
1600hrs	Makeup artist arrive at katie's house	
1600hrs	Videographer & Photographer arrive at Jessica house	
1600hrs	Videographer & Photographer arrive at Roubesh house	
18:00hrs	Guests arrive and mingle Light soft music.	
18:10hrs	Arrival of Roubesh at the ceremony garden	
18:10hrs	Parents and Grandparents Ushers and Bridesmaids Flower Girls and/or Ring Bearer Maid or Matron of Honor and Best Man (All remain standing unfill the ceremony starts)	
18:30hrs	Arrival of Katie with her father	
18:30hrs	wedding ceremony	
18:45hrs	end of ceremony	
19:00hrs	Photographers take family & friends pictures while the band (UDI'S band)performs	
	Guests arriving at reception area	
Phase 2		
19:15hrs	Get guest to be seated	
19:30hrs	Katie & Roubesh arrive	
19:30hrs	1st course served with Music from the DJ	
19:45hrs	once seated - then the toast traditionally from the Best Man - only 7 people	
21:10hrs	video screening-KotubeshInterview	
21:25hrs	toast the rest of the people	
21:45hrs	video screening-KotubeshOneDay	
22:05hrs	cake cutting ceremony	
22:10hrs	first dance	
	Then the dance floor is open!	
22:10hrs	Dessert to be served	
22:10hrs	dj	
22:30hrs	syrtaki dancers	
23:00hrs	Pamela's band	

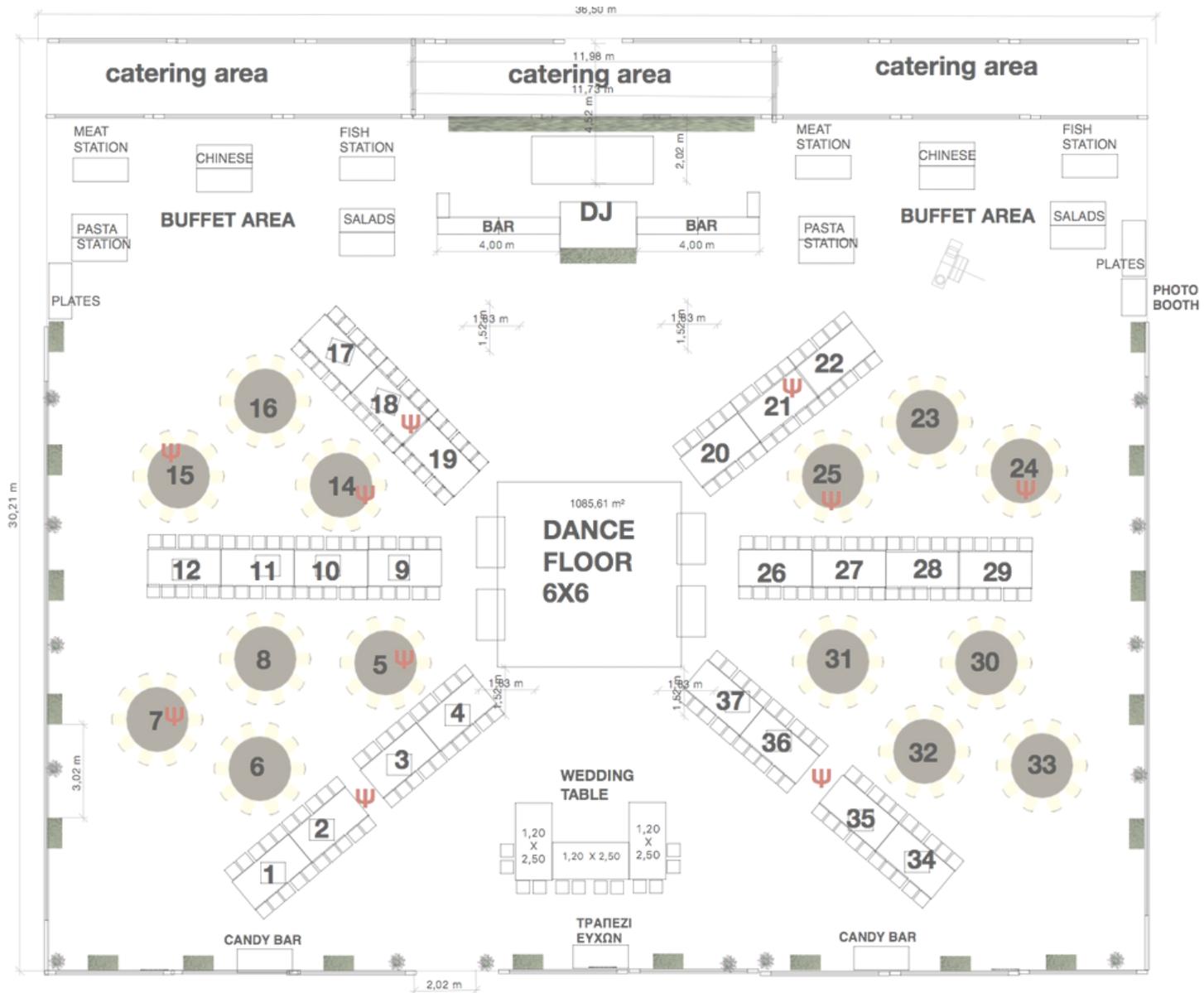
Process, Samples & Documentation

Budget Expense Record

	<i>Estimated</i>	<i>Actual</i>
Bridal Gown (include Alterations)	_____	_____
Headpiece	_____	_____
Accessories	_____	_____
Hair/Make-up	_____	_____
Groom's Tuxedo	_____	_____
Bride's Rings	_____	_____
Groom's Ring	_____	_____
Stationery (Total from Worksheet)	_____	_____
Photography	_____	_____
Videography	_____	_____
Ceremony Musicians	_____	_____
Reception Entertainment	_____	_____
Wedding Cake	_____	_____
Flowers (Total from Worksheet)	_____	_____
Aisle Runner	_____	_____
Candles	_____	_____
Favors	_____	_____
Add'l Ceremony Decorations	_____	_____
Add'l Reception Decorations	_____	_____
Ceremony Officiant	_____	_____
Rental Equipment	_____	_____
Wedding License	_____	_____
Food/Beverage Catering	_____	_____
Rehearsal Dinner	_____	_____
Reception Hall Rental	_____	_____
Transportation	_____	_____
Bride's Attendants Gifts	_____	_____
Groom's Attendants Gifts	_____	_____
Bride's Gift	_____	_____
Groom's Gift	_____	_____
Honeymoon	_____	_____
TOTALS	_____	_____



FLOOR PLAN



ENTRANCE

24 (2,40 x 1,20) X 10 PAX = 240 PAX
 14 (Φ1,80) X 12 PAX = 168 PAX

TOTAL PAX = 408 PAX

OUR SERVICES

Each couple has different desires and budgets, so we will help you to customize a package to fit your needs.

We will help you to create a personal and truly original wedding focusing on your personality and style.

Here are just a few things we can help you with:

- Venue(s) selection
- Guests travel and hotel accommodations
- Customized budget • Planning binder
- Customized theme and design for the wedding
- Vendor suggestions and selection
- Transportation assistance and logistics
- Event timeline
- Stationery : Save the dates, invitations, escort cards, place cards menus, favors, etc
- Welcome gifts
- Assistance with Wedding • Websites
- Custom Itineraries
- Floral design
- Rehearsal and wedding day coordination
- Etiquette advice • Pre& after wedding services support



BUDGET EXPENSES ANALYSIS



FLOOR PLAN & CONSTRUCTION



WEDDING DAY SCHEDULE



TO DO LIST







THANKS FOR LISTENING

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