



ZAVION KOTZE  
events company

EVENT MANAGEMENT

| 2023 PACKAGE



## EVENT MANAGEMENT

To all Wedding Venues in South Africa.

## INVESTMENT

R25 000.00 ex vat, with a R5 000 discount to all Inimitable Wedding Venue couples.

## BREAKDOWN BELOW:

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## EVENT MANAGEMENT



We assist in co ordinating and scheduling the following on the day of your wedding:

- This package entails for you to do all of the wedding planning yourself including sourcing all wedding suppliers, making all payments and scheduling all supplier related meetings.
- A team of coordinators will be available on your wedding day to ensure that the day runs smoothly and according to schedule.
- We will meet with you 4-6 weeks prior to the wedding day to find out all of the details of your wedding as well as your suppliers details in order for us to take over from that point.
- We will draw up a full schedule and event document with regards to the timing and logistics of what is happening when as well as what needs to happen in each area / moment of your wedding day.
- We will be in contact with and manage your chosen MC for the day. We will assist them in all of their announcements as well as their roles and responsibilities. This will include a meeting on the wedding day to orientate the MC as to where all the various areas on the venue grounds are.
- We will work with the suppliers on the wedding day to ensure that they deliver what has been promised to you as well as to ensure that they arrive on time and keep to the wedding timeline.

\*The event management fee is subject to change in accordance to on the day coordination requirements.



notes

Our Event Management Service ensures your wedding day is a stress free day where you as a couple can focus on enjoying every moment and spending time with the people you cherish the most. Our team will welcome and meet each of your wedding suppliers on the day and take delivery of all items. We as a team will then also place these items in the correct places as noted on your event document.





notes

In addition to creating a full schedule in terms of timing and logistics for your wedding we day also work closely with suppliers and your MC to stick to that projected timing as much as possible to try and avoid any unnecessary over time payments to you as a couple.



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BEST REGARDS

ZAVION KOTZE

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