

EVERITT WEDDINGS

PRICING TABLE	SIGNATURE PLANS		
	Essential Basic Plan	Embellish Classic Plan	Exquisite Premium Plan
General Consultation	✓	✓	✓
Vendor Sourcing	✗	✗	✓
Event Styling	✗	✓	✓
Programme Planning	✓	✓	✓
Wedding Rehearsal	✓	✓	✓
Wedding Day Coordination	✓	✓	✓
Basic Artwork Support (bonus)	✓	✓	✓
Venue & Vendor Liaison	✓	✓	✓
Solemnisation/Ceremony Coordination	✓	✓	✓
Celebration/Reception Coordination	✓	✓	✓
Registration Management	✓	✓	✓
AV Management	✓	✓	✓
Prompting of Emcee	✓	✓	✓
Formal Photo-taking Coordination	✓	✓	✓
1 Wedding Planner	✓	✓	✓
1 Wedding Day Coordinator for AV Management (AV Testing and Control on event day)	✓	✓	✓
1 Wedding Day Coordinator for Guest Management (Table Inspections, Registration Management and Formal Photo-taking Coordination on event day)	✓	✓	✓
Wedding Day Team Size	3pax	3pax	3pax
No. of Wedding Attendees	up to 300	up to 300	up to 300
No. of Laptops Provided for AV	1	1	1
No. of Laptops Provided for Registration	up to 4	up to 4	up to 4
Earliest Booking (no. of months before wedding)	12	12	12
Service Duration (no. of months)	6	6 to 8	9 to 12
No. of Event Days	1	1	1
No. of Venues	1 to 2	1 to 2	1 to 2
No. of Hours on Wedding Day	10	10	10
No. of Breaks in Wedding Day Hours	1	1	1
SERVICE FEE	SGD4,200 nett	SGD5,200 nett	SGD6,200 nett
Early Booking Rate (terms & conditions apply)	SGD4,000 nett	SGD5,000 nett	SGD6,000 nett

FOCUS AREAS		
Programme & Execution	Design & Aesthetics	Wedding Services
Task Breakdown	Task Breakdown	Task Breakdown
1. Programme Planning 2. Wedding Rehearsal 3. Wedding Day Coordination a) Venue & Vendor Liaison b) Wedding Day Programme Management c) Logistics Management d) Set Up Coordination e) Time Monitoring f) Table Inspections g) Registration Management h) AV Management i) Prompting of Emcee j) Formal Photo-taking Coordination k) Vendor Welfare l) Tear Down Coordination	Event Styling a) Concept Development b) Layout Planning c) Décor Planning d) Styling Budget Management e) Set Up Coordination f) Tear Down Coordination Styling Areas: - Branding and Artwork - Invitation and Stationery - Floral Design - Props and Installations - Decorative Lighting - Creative Technology Styling Budget: from SGD5,000 (Note: It is not a must for all styling areas to be included. Concepts and plans are specially customised.)	Vendor Sourcing a) Vendor Sourcing and Communication [Enquiry to Confirmation to Ordering] Coordination Add-on required for: Venue Sourcing and Communication [Enquiry to Confirmation]
In Essential Basic Plan ✓ In Embellish Classic Plan ✓ In Exquisite Premium Plan ✓	In Essential Basic Plan ✗ In Embellish Classic Plan ✓ In Exquisite Premium Plan ✓	In Essential Basic Plan ✗ In Embellish Classic Plan ✗ In Exquisite Premium Plan ✓
Basic Artwork Support (bonus)		
Artwork for non-invitation items such as: digital save the date, welcome sign, digital sign, directional or informational signs, screen cover slide, screen motion graphics, looping photo montage, table number signs, menu cards, place cards, ceremony cards/booklets, thank you cards, gift tags, etc. (Please note that printing is chargeable based on quantity, material specifications and transportation.)		

Bespoke Add-ons

Venue Sourcing and Communication at SGD600
 Additional hour for Wedding Planner only at SGD100 per hour
 Additional hour for Team Everitt at SGD150 per hour
 Additional coordinator at SGD200 (up to 4 hours)
 Early Morning surcharge (12.00am - 8.00am) at SGD50 per hour
 Day-before Set-up surcharge at SGD200 (1 venue, 2 hours)
 Public Holiday surcharge at SGD400
 Split-day surcharge at SGD500

Customisation

If none of the Signature Plans are suitable, a custom plan may be created.
 Adjustment of rates for weddings of 100pax max and above 300pax are allowed for Signature Plans only.

Fees not included in the wedding planning service plan

Cost of other wedding services, logistics, approved out-of-pocket expenses and vendor meals are not included in the service plan.
 Vendor meals are required on a wedding day are only for vendors that are working through a wedding reception to service the wedding. These vendors do not include venue staff.

Confirmation and Payments

All prices indicated are nett figures in Singapore dollars.
 Securing of any event date is on a first-to-confirm basis with deposit.
 50% deposit fee for service confirmation and reservation of event date.
 Balance is due one week before the event date.
 Payment modes are bank transfer and cheque only.
 Wedding Planning takes up 6% to 8% of the wedding budget on average.

Additional Information

All weddings must be held within Singapore.
 All prices are in SGD and nett. No GST required.
 Maximum of 3 venues for an event date.
 Additional coordinators are required for events with above 300pax, 2 venues in 1 half-day and/or 3 venues in a day.
 Soft booking with booking priority cannot exceed 10 days and can be provided after the first enquiry appointment.
 Once a booking priority expires, Everitt reserves the right to give booking priority to another couple.
 Early booking rate may be given after the first enquiry appointment depending on the amount of lead time to the wedding.
 A booking made during the validity period of an early booking rate can enjoy the special rate.
 Service fee excludes all venue, vendor, material and out-of-pocket expenses.
 Clients are required to provide vendor meals for Team Everitt on the event day and bear the cost of the meals.
 Contract terms and conditions apply.
 Everitt reserves the right to update its Service Menu when needed.
 Contract service fees and terms are not affected by Service Menu updates.

EVERITT WEDDINGS

CLIENTELE

Bridal Couples

- who are local working professionals with busy lifestyles
- who personally prefer having greater support on their wedding day
- who want their wedding day to be coordinated by a professional team
- who do not want their loved ones doing coordination tasks on the wedding day
- who have more than one venue on their wedding day
- whose programme has many concurrent activities across more than one location
- who are having a Catholic or Christian wedding, especially in a church
- who are having a Chinese wedding
- who are transnational and planning a Singapore wedding
- who are planning a Singapore wedding from abroad
- who are inviting dignitaries as their wedding guests