



## **Wedding Planning and Co-ordination for a 100 guests at Blue Bay Lodge**

28/02/2017-28/02/2018

**My name is Elmarie Leonard. I am a wedding planner and co-ordinator and I have been organising weddings since 2001; thus I have seen it all. I believe that you will only get married once, so your wedding should be perfect. Hiring an events manager is money well spent as it is not an easy task and unlike any event you have ever planned before and it is one of the most special and important days of your life.**

**I am Blue Bay Lodge's preferred wedding coordinator. The reason for this is because we only attend to a small number of brides per annum and only do one wedding per weekend. I also know the venue and what is and isn't possible and I work closely with the staff of Blue Bay Lodge to ensure a stress free, easy flowing, and perfect day. I will also ensure that the food, decor and flow of your wedding is of the highest standard and help you to save money while making use of local suppliers that I know and trust so that you don't have to spend a fortune on travelling costs to hire everything in from Cape Town.**

**Wedding planning or co-ordination can involve the following.**

### **Note there is a difference between**

**Wedding planning = a full more detailed planning and managing of the event before the time and of the day, as well as and the budget**

**Wedding co-ordination =co-ordination is the managing of service providers, the guests, the programme of the day and venue, which can include styling;**

### **FEE STRUCTURE**

**R10 000.00 (summer rate) and**

**R8000.00 (Winter rate)**

**An additional fee of R2000.00 will apply if the guest count is more than a 100. The reason for this is because I have to have an extra assistant to help me as the venue is large and with a guest count of more than a 100 scattered all over, it is impossible for me to be everywhere and give equal attention to all areas of the wedding.**

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**We supply both the wedding planning and co-ordination at one cost, set out in our cost structure. The advantage of this will be that we will only have to deal with one person who takes care of everything. I will connect with all the service providers to ensure timely delivery of all items and a perfect synergy and flow on the day. We will do all of this according to your theme and your input so that you can have the wedding you have always dreamed of.**

**My service includes the following:**

- Consultations prior to wedding (We structure a minimum of 3 consultations/meetings each 2-3 hours) and follow up meetings where needed (6-12 months prior or less);
- This can be structured via Skype or face to face meetings and the rest with E-mails;
- Assist with finding and booking of service providers of choice;
- A recommendation list of all our service providers will be supplied;
- An extra checklist is provided, to help you with planning some items beyond the planning of the actual wedding day;
- We supply essential information specifically related to a beach wedding, like, tides, wind direction, and weather and have Plan A & B at our venue. This is a huge advantage that very few beach venues have to give you peace of mind;
- I get 3 quotes on music, Photographers and two on DJ, two on live musician for ceremony & pre-drinks;
- Décor planning will be a separate cost (A specific quote will be supplied according to your needs and style and theme of your wedding) - The Event & WeddingShed has a full décor department to assist you to hire and deliver items free of charge to Blue Bay Lodge. We have a very large stock list of items that can be viewed on our website,
- Flower planning- 1 mock up table is done to ensure that you will be happy with your flowers and décor;
- Menu planning (Blue Bay Lodge has qualified chefs and we assist them to create a feast for your guests with a modern approach to the most updated plating in the industry);
- Beverages -Planning of amounts needed and Managing of bar & wine;
- Managing your budget- this is essential because you need to stay in your budget, which can sometimes run over a year;
- We help you draw up a time schedule with photographer and taking the sunset and tides in account, and we sometimes have to change direction a week before due to weather. I have been living on the West Coast for more than twenty years and the weather is paramount to a premium function, this venue has a great advantage of Plan A & B and we know how to switch from Plan A to B without your guests knowing it, since we know the area;
- Follow up 1 week before the wedding on all service suppliers with a time schedule;
- Styling of the décor at reception, venue, and other- you don't need to deal with 10 people, we do a mock up and according to your feedback we will execute it;
- Ensuring that the time schedule before, and during the function are followed according to the program given, adjust programme on the day of the wedding- where needed;
- Manage staff at venue and attending to your wedding needs;
- Co-ordinate and Manage the day- ensuring everything runs smoothly during the day;

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- Crisis management such as lost parents, forgotten wedding rings, lost musicians, etc;
- Ensuring safety of the guests and manage situations in case of emergency such as fire, wind or rain when dealing with beach weddings;
- We work in a team, so you will have the peace of mind to know that if anything happens to any of the service providers, the rest of the team will be able to still execute your function. This is a very important fact of life that one must consider when planning your wedding.

**The following extra services can be arranged at an additional cost of 15% handling fee**

- Activities for your guests (Park tours, picnic excursions, game drives, wine, beer and olive tasting, boat trips, fishing trips, spa treatments, golf outings, and other)
- Bus shuttles from Cape Town and in and around Langebaan/Saldanha

**Other Services at an extra quote**

- Props or furniture to suit a theme
- Décor items
- Flowers for ceremony, reception, bridal party and other
- Linen
- Gifts for guests
- Stationary quotes on request such as
- Table no per table
- Name card on table per name
- Menu per menu
- Table Layout / Guest list
- Gift boxes for kiddies guests
- Games or activities during reception
- Wedding cake
- Hair & Make-up

SEE SHORT CV/....

**SHORT CV ON ELMARIE LEONARD**

I grew up in a farming community in the Free State in an environment where my granny used to cater for large farm weddings (500+guests) during the mid 1968-1980's;

My mother was a florist for many years till the late 1980's- My childhood memories are entwined with loads of good food & cakes, baking, fresh meat and game, flowers and fresh farm quality produce of note.

1985-1987     B.A. Communication Science degree U.O.F.S.;

1988             Hons. B.A. Business Psychology U.O.F.S.;

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- 1989 Dipl. Interior Design Palladio Academy- London UK;
- 1989-1990 Traveled & worked in Europe, UK, Middle East;
- 1990-1992 Worked for Ronald Sanders – Interior Design Company, Johannesburg;
- 1993-1996 Got married re-located -Experimented with catering and did freelance catering for private clients like Tiger Brand- VIP catering;
- 1997-2002 Started a small catering company in Langebaan and ended up catering for Mittal Steel, Kumba Iron Ore, Transnet, Namakwa Sands;
- Started doing small weddings at Club Mykonos and private venues;
- 2003-2008 Acquired contract with Sanparks to established and run a new restaurant and wedding venue at Geelbek- in West Coast National Park, Langebaan, Western Cape

2008-2016/2017 Operate Geelbek Restaurant & Weddings –done 300 weddings since 2003,

In this time my establishment and I have won many accolades in catering, wine

List and tourism,2004,2005,2006,2007,2008,2009,2010,

2016-

My product and services were selected by Department of Tourism as one of 15 products to represent West Coast Tourism and Western Cape on an International Expo, Utrecht Netherlands, Jan 2016;

This is how my path engaged with Blue Bay Lodge, apart from the fact that the owners of Blue Bay Lodge has been clients for years, so we all understand the hospitality industry and have the passion to deliver a five star service on the West Coast, which is ready to be a leader in our field of expertise;

## OTHER EXPERIENCES

Styling for Ideas Magazine, Food & Home, Country Life;

Wrote articles for various publications and coffee table books;

Styling and shoots for Pasella, Roer –Kyknet, Espresso, Blogs;

Catering on filming sets and for crew and assisting with props and styling;

Catering for private and VIP guests;

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Training of staff: I have started a training process the past eight years, where I cover various aspects and etiquette of supplying service to the tourism and hospitality industry and more specific to the wedding industry. I realized that we cannot host these important functions if staff is not well trained. I train staff through out the wedding season at Blue Bay Lodge to ensure a quality service at all times and for 4-6 weeks every June/July. I cover the basics to service clients, serving of food & wine, basic etiquette (cultural differences, receiving foreign cultures), receiving and dealing with guests, house keeping, personal hygiene, dress code, wine training, food safety and health, basic first aid.

I have a well-informed basis of the holistic supply of the wedding & hospitality industry. I have a good understanding and knowledge of local tourism products and local produce, due to the fact that I have been dealing with this since 1998;