



Office 305, Tijger Park 2  
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## *Company Profile*

### *About Us*

Jade' Customised Events is the perfect choice when having to provide a solution to all your event planning/coordinating requirements. We pride ourselves in delivering clients with a customised event planning and coordination service tailored and suited to every need.

We understand that no two clients are the same, and have created an intimate boutique consultative environment; so as to approach and develop new ideas and designs best suited to who and what you stand for.

When choosing your events coordinating service provider, Jade' Customised Events is the choice for you. With a Public Relations background, no event will be delivered without absolute attention to detail, and the understanding of image and identity when delivering event success.

Leave your event in the capable hands of the professionals. A place where the impossible becomes possible, where budget can become a desired outcome, and where dreams can become a reality.

#### **WEDDING/EVENT PACKAGES:**

Each wedding/event undertaken by Jade' Customised Event, is evaluated so as to deliver a service for all brides/private functions, whether your budget is small or large. This way you are able to have the expert advice needed to not only deliver a stress free successful day/occasion, but to also be provided with the knowledge required to save money.

#### **THE VALUE WE PROVIDE:**

- Jade' Customised Events takes pride in providing a service which gives brides/private functions options. All décor items and service providers are outsourced, essentially providing brides/private functions with a large number of choices which are not budgets restricting.
- Flowers and stationery designs can also be provided in house so as to give you as the bride/private function an opportunity for direct input.
- All packages are tailorable to the needs of the client, and will be worked around the budget of each client.



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- Each client's portfolio will not be duplicated or be created on the basis of a previous event. Each portfolio is designed and styled specifically to clients' specifications, resulting in a customised and unique finish.

Please view our packages in the "at your service" section.

**KEEP YOUR FINGER ON THE PULSE:**

Jade' Customised Events has an eagerness to stay ahead of the trends in all aspects of your wedding day/private function. We have therefore answered the call to brides/followers and used the beauty of social media to keep our brides/followers updated and trend ready.

Follow us on –

Twitter (@jadecevents)

Become a fan (Facebook) –

Jade Customised Events

Follow our blog on this website:

[www.jcevents.co.za](http://www.jcevents.co.za)

*You dream it, We customise it.*



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## *Wedding planner vs. Venue Coordinator - Know the difference*

With the growing importance and understanding of the need for a coordinator/planner on your big day, you need to know the difference between a venue coordinator and a wedding planner. Brides tend to think that the two are one in the same thing, and therefore can host their wedding with the one and leave out the other. In actual fact both are of absolute importance. For Bridal reference a distinction between the two are made below:

### 1. **VENUE COORDINATOR:**

*Is responsible for all tasks that happen at the venue itself. They will therefore present their venues:*

- Menu options.
- Coordinate food and wine.
- Coordinate the staff of the venue only.
- Pricing all costs related to the facility.
- Generally will only work with couples in reference to the venue.
- Present you with a vendor list. (Always be careful of this...many venues provide vendor lists whereby which the venues receive a % kick back from services provided...wedding planners will ensure that this does not happen. We have no affiliation with specific suppliers...but rather recommendations; therefore you have your pick of whom and what you want.

### 2. **WEDDING PLANNER:** (Such as Jade' Customised Events)

*Is responsible for the entire wedding day task from conceptualisation stage until the finished product. These tasks include:*

- To work within the brides budget.
- Develop an overall budget including all suppliers and aspects of the wedding.
- Contact and brief all service providers. (Giving the bride various options and not just one)
- Setting up site visits with venues.
- Provide advice with regards to menus and wines served.
- Arrange cutlery/crockery etc. and staff rentals if caterers don't provide this.
- Ensure that the necessary amounts of staff are provided at the venues. (Sometimes, venues will only provide one barman and two waiters regardless of the size of the wedding.)



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- Design and conceptualise with the bride all stationery options including RSVP list management.
- Recommending and or sourcing stationery.
- Coordinating accommodation for Bride and Groom/guests for an out of town wedding.
- Recommending and arranging appointments with vendors. (Make up, flowers, DJ, musicians etc.)
- Design and conceptualise all design facets of the wedding, so that this fits in with venue specification or flaw points.
- Counsel couples on permits needed for different types of weddings or couples. (Especially in the case of beach weddings or foreign couples.)
- Cope with unforeseen circumstances which may arise.
- Wedding planner/coordinators have been trained to not impose their likes and dislikes on the bride and groom, but rather assist and guide the couple in the choices at hand to ensure that the end result is their ultimate wedding moment.
- Conceptualise the design, decor and flow of the wedding with the couple.
- Wedding planners will manage to do lists; draft schedules, and is with the couple from beginning to the very end.
- Perform the wedding rehearsal prior to the wedding day.
- ...These are but the few elements which are generally overlooked.

In essentially understanding the various roles, couples must realise that the two cannot function without the other. Venue coordinators put the wheels in motion with regards to making the venue work, but the wedding planner puts the entire functions wheels in motion so that all vendors/service providers operate in unison to achieve the bigger picture.

Always ask yourself the question: What was my venue coordinator doing on the Saturday morning I went to view the venue?...consulting with me? This is their job, so they need to be available, even on the morning of weddings to consult with potential brides; if something goes wrong outside of the venue's services...they simply cannot help you.

*Jade' Customised Events enjoys giving their brides the peace of mind they deserve on their wedding day. All you should need to worry about is getting ready and more importantly getting married.*





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## *At your Service...*

Jade' Customised Events is at your service to provide an event that is not only professionally finished, but also trend setting. Don't follow the crowd, but be ahead of your game by choosing an events planning service provider with a customisation edge.

## *Our services we provide in a list:*

- Wedding planning.
- Wedding Coordination.
- Décor and event styling.
- Stationery (Favour boxes, Menu's, Invites, save the date, wedding websites, Table plans, Laser cutting, chalk boards, photo props, labels or stickers for bottles for couples logo's etc.) Note: All stationery is provided, whether handmade or graphic designed.
- Flowers.
- Décor hiring, conceptualisation, set-up and breakdown.
- Lounge furniture hiring, styling, conceptualisation and set-up.
- Sourcing of all vendors (Photographers, venues, cakes, cupcakes, make-up, hair, transport, legal etc. if need be)
- Budgeting for bridal budgets.
- Lighting.
- Tents & Structures
- Jewellery.
- The list is endless and not subject to these services only...You name it, we can customise it.





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## *Packages:*

### **VARIOUS EVENT PLANNING SERVICE FEES:**

#### **1. WEDDING PACKAGES:**

Jade' Customised Events has developed packages for brides to choose from. This idea was generated on the basis of brides having varying budgets, and being available to contribute to their wedding planning on various degrees. The packages are therefore as follows:

### *Bronze Package:*

#### *(On the Day Coordination)*

**R3500.00**

- On the day coordination. (Up to 12 hours ~ 07h00/19h00) (12 hours)  
(This is flexible and will be determined in meeting)
- On the day schedule planning, for various suppliers. (2 Hours)
- Schedules drawn up and specified according to the brides suppliers  
in terms of duties...these are:
  - DJ Schedules for song in proceedings.
  - Venue list of proceedings.
  - Beauty and hair schedule.
  - Set-up and breakdown schedules.
  - MC schedule of proceedings.
  - Photography schedule of proceedings.
  - Copy for Bride and or bridesmaids for reference.
- 3 Consultations (1 hour each). (3 hours)
- Wedding rehearsal the day before the wedding. (2 hours at the venue) (2 hours)
- Travel and Communication costs will be logged and charged according to venue,  
distance and time duration. (Applies to weddings outside of Cape Town)



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Description: The Bronze package is perfect for the bride who has planned her entire day, but has realised that she does not want to be burdened with the task of streamlining all arrangements on the day she is about to say "I do". Jade' Customised Events will be there to coordinate the day so that everything is set-up and runs according to your desired outcome.

## *Silver Package.*

*(Flowers & Decor)*

*R6500.00*

- Décor sourcing, set-up and Styling. (07h00 – 14h00) (12 hours)
- Flowers sourcing, set – up and styling. (07h00 – 14h00) (12hours)
- Stationery sourcing and design development.
- Overall venue styling with regards to lighting, infrastructure, décor and any other elements that would be required which influences the aesthetics of the venue.
- Ceremony styling is also included.
- 4 Consultations. (1 hour each) (4 hours)
- Table mock up before the event. (1 hour and regarded as 1 consultation)
- Schedule planning for relevant suppliers and staff related to Décor and Flowers only. (2 hours)
- Budget planning and advice for décor element of wedding.
- Travel and Communication costs will be logged and charged according to venue, distance and time duration. (Applies to weddings outside of Cape Town or for specialised décor transportation requirements.)
- Staff & Assistance (7 hours) ~ Pricing dependant on function size.

Description: The Silver package is perfect for the bride who just needs assistance with the décor, flowers and the overall look of her wedding day.



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The Silver package therefore gives the bride the freedom to plan and choose her own wedding day i.e. cake, photographer, dress, DJ, venue, stationery and caterers...but know that the general set up and look of the wedding is still handled with a professional touch and is streamlined in terms of overall feel and theme.

### *Gold Package:*

*(On the Day Coordination, Flowers & Decor)*

*(R10 000)*

- On the day coordination. (Up to 12 hours ~ 07h00/19h00)
- Wedding rehearsal the day before the wedding. (2 hours at the venue)
- Décor sourcing, set-up and Styling. (Included in 12 hours)
- Flowers sourcing, set – up and styling. (Included in 12 hours)
- Stationery sourcing, set-up and styling.
- 7 Consultations. (1 hour each)
- Table mock up before the event. (1 hour and regarded as 1 consultation of the 7)
- Schedule planning/sourcing for relevant suppliers and staff related to Décor, Flowers and running of the day. (4 hours)
- Budget planning and advice for wedding.
- Travel and Communication costs will be logged and charged according to venue, distance and time duration.
- Staff & Assistance (7 hours) ~ pricing dependant on function size and hours requested.
- *...in essence, the gold package is the fusion of the Bronze and Silver packages and includes all which is stated in those packages.*

Description: The Gold package is best suited to the bride that needs assistance with her overall wedding, but still wants to perform tasks on her own in other areas of wedding planning.





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This package therefore provides the bride with the décor and flowers for the overall look of the wedding, and the coordination on the day of the various suppliers.

(The bride is therefore required to find her own venue, photographer, videographer, cake, catering, DJ, bands, entertainment etc. - Although recommendation can be made if requested)

## *Platinum Package:*

*(Full Planning & Coordination Package)*

*(R16 500 – R20 000)*

### **PRE-PLANNING:**

- Flowers sourcing. (1hour)
- Décor sourcing. (4 hours)
- 3 Venue Sourcing's, evaluations and walk troughs. (3 hour)
- 3 Catering Sourcing and Menu Options. (This however is subject to in house venue catering; at which point 2 variation of caterers cannot be supplied) ( 1 hour)
- 1 Catering tasting with client. (If another tasting is required, this will be at the discretion of the planner and could be subject to an extra fee) (1 hour)
- 3 Cake Sourcing and style options. (This however is subject to in house venue catering/baking; at which point 2 variation of caterers/bakers cannot be supplied) (1 hour)
- 1 Cake tasting with client. (If another tasting is required, this will be at the discretion of the planner and could be subject to an extra fee) (1 hour)
- 3 Photographer sourcing and package options. (1 hour)
- 1 Photographer finalised meeting to confirm package options and venue walk through for photo planning on the day. (1 hour)
- 1 Organisation with finalised wedding photographer for engagement shoots. (Optional) (2hours)
- 3 Videographer sourcing and package options. (1 hour)
- 1 Videographer finalised meeting to confirm package options and video planning. (1 Hour)



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- 3 DJ Options and packages (Only DJ/instruments etc.) (1 hour)
- 1 DJ consultation and playlist selection. (2 hour)
- Transport style selection & arrangement. (1 hour)
- Accommodation option selection for venue surroundings. (2 hour)
- Wedding Attire Sourcing ~ Whether this for the:  
Groomsmen/Groom/Bride/Bridesmaids/Flower Girls/Page Boys.  
(This however does not include collection/delivery/return of items). (4 hours)
- 1 Final Wedding dress fitting. (2 hour)
- 3 Make up sourcing and trials. (If however a make –up artists has been  
chosen after the first or second trial, then the other will simply fall away) (1 hour)
- 3 Hair sourcing and trials. (If however a hairstylist has been chosen after  
the first or second trial, then the other will simply fall away) (1 hour)
- Accessories sourcing: Shoes/Jewellery. (Collection/delivery of items not  
included) (1 hour)
- Invitation RSVP is not offered in the package, unless under special  
circumstances and agreed upon between the client and the planner. (Hours TBC)
- Stationery sourcing/design and delivery: Invitations/menu's/favours/  
name tags/table plans/table numbers/rose petal cones etc. (5 hours)
- Specialised favours: Cigars/hip flasks/umbrellas/fans/slip slops etc...  
and can all be customised with client logo/design. (2 hours)
- Marriage Officer sourcing, if the client does not have their own. (1 hour)
- Miscellaneous: Tents/ Staff/bars/waiters etc. especially if the venue does  
not provide this/does not have enough. (Pricing dependant on function  
size and hours requested.) (2 hours)
- Speech Briefing with Master of Ceremonies. (Whether sourced or own) (1 hour)
- Schedule planning/Floor planning/sourcing for relevant suppliers and  
staff related to Décor, Flowers and running of the day. (4 hours)
- Organisation of all trials and tasting. (1 hour)



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- Full budget planning and breakdown.
- Table mock up before the event. (1 hour and regarded as 1 consultation of the 10)
- Wedding rehearsal two/three days before the wedding. (2 hours at venue)

**DESCRIPTION:** The platinum package is perfect for the bride who simply wants to “rock up” the day of her wedding and worry only about getting ready and walking down the aisle. This package is also perfect for upcountry or overseas brides planning their weddings in Cape Town, who will not necessarily be able to participate in tastings, viewings or grooming bookings. All trials or fittings will be scheduled on a time frame for the bride so that all planning leading up to and on the day of the wedding runs like clockwork. (Essentially the planner stands in proxy for the bride and ensures that her vision is brought to life.)

#### **CONSULTATIONS / TRAVEL**

- 10 Consultations over a 12 month period (1 hour each) of which the initial consultation and table mock-up are included ...If more consultation are necessary this will be at the discretion of the planner and will be mutually agreed upon between the client at an extra fee. (10 Hours)
- Travel and Communication costs will be logged and charged according to venue, distance and time duration.

#### **ON THE DAY COORDINATION:** (07h00 – 19h00: Unless otherwise specified by coordinator)

- Briefing of staff
  - Set-up of décor in ceremony & Reception Area's.
  - Set up of flowers in Ceremony & Reception Area's.
  - Schedule briefing and reminder with venue coordinators.
  - Schedule briefing and reminder with Catering Staff if outsourced.
  - Final briefing and checking of vendors ~ photographer/videographer/Marriage Officer/Pastor/DJ/Bands etc.
  - Floral bouquet Deliveries to bridal suite.
  - Floor plan and table planning implementation.
  - ...All basic coordination requirements in order for the day to run smoothly.
- (12 Hour Total or otherwise stated)



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**SERVICES NOT INLCUED:** (Unless specified and agreed upon by planner)

- RSVP for Invitations
- Personalised serving of food to guests/parents.
- Honeymoon arrangements.
- Honeymoon suite arrangements.
- MC Speech Writing.
- Delivery of invitations/Thank you's.

## *Certification/Accreditation/Association*

Jade' Customised events pride themself in delivering a variety of services for its clients, through having various accreditations, certifications and associations. By constantly keeping their fingers on the pulse, Jade' Customised Events provides their clients with a vast amount of knowledge, skills and expertise for their clients to draw from in planning their functions and wedding day.

### **1. PUBLIC RELATIONS DIPLOMA AND BTECH DEGREE**

Jade Snyman, Managing member of Jade' Customised Events is a qualified Public Relations Practitioner/Manager and completed her four year Btech Degree (Cum laude) at the Cape Peninsula University of Technology.

Achieving awards such as top PR and Media Studies Student, together with Cooperative student of the year and being nominated to be on the Deans Merit list numerous times. Jade' Customised Events is therefore an extension of her desires to handle detail, perfection and top service delivery to all clients in the corporate and wedding industries.







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## 2. CERTIFICATE IN ADVANCED WEDDING PLANNING (SA School of Weddings):

Jade Snyman, Managing Member of Jade' Customised Events has extended her knowledge and years' experience in events through completing a certificate for Advanced Wedding planning. This qualification allows Jade' Customised Events to handle all facets of wedding planning and coordination on a large scale; accommodating all religions, cultures and large scaled guest count wedding days. Jade of Jade' Customised Events, was also announced as the top candidate for the course, and is proud to relay this top quality of knowledge and skills to each and every client. Just another way in which Jade' Customised Events tailors their service to perfection starting from the top.



## 3. GOLDEN KEY SOCIETY:

Jade Snyman, managing member of Jade' Customised Events was elected to be a part of the golden Key society, due to being in the top 15% of the Cape Peninsula University of Technology. In short: "Golden Key International Honour Society is the world's largest honour society. We connect high-achieving individuals locally, regionally & globally with lifetime opportunity, reward & success. The Society focuses on academic excellence, leadership development and community service." (<http://www.goldenkey.org.za/>)







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#### 4. Little Pink Book:

Jade' Customised events has been very excited at being part of the suppliers in the Little Pink Book...a handbag sized wedding planner, featuring all the top wedding vendors within not only the Western Cape, but South Africa too. To see great wedding feature stories and other great suppliers visit:

<http://www.littlepinkbook.co.za/>





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## Contact Us

Jade' Customised Events looks forward to working closely and customising your event/wedding with you...

Jade Snyman

Cell: 072 267 1684

E-mail: [jadecourtneysnyman@gmail.com](mailto:jadecourtneysnyman@gmail.com) (Direct messages)

General Queries: [info@jcevents.co.za](mailto:info@jcevents.co.za)

Consultations by appointment only

### Trading Hours:

Mon - Thur: 09h00 – 17h00

Friday: 09h00 – 16h00

...Hours are subject to Events or special meetings...

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### Company Details:

**Trading as:** Jade Customised Events

**Company Registration Number:** 2009/112174/23

### Physical Address:

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(Corner of Durban Road)

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**NOTE:** Please view our terms and conditions on our website.