



PARTY EQUIPMENT • CATERING EQUIPMENT

ISSUES TO DISCUSS

Wedding Stationery

Issues to Discuss

- The design, colour scheme or theme of the wedding: carry it through all your stationery.
- Paper types and colours available
- The stationery required: wedding cards, envelopes, programs, thank you cards
- Other options such as calligraphy
- Quantities: number of invitations allowing for couples & families and groups
- Timing: make allowance for design, production and assembly
- Allow at least 4 clear weeks for distribution of invitations

Accessories: serviettes, cake boxes, menus, bookmarks, giveaways

Wedding & Event Coordinators

Issues to Discuss

- Discuss budget in detail
- Approve all suppliers and get to meet them.
- Discuss in detail all requirements and let each supplier be aware, to avoid misinformation
- Discuss themes, colour schemes, decors etc.

Vintage Cars & Limousines

Issues to Discuss

- Discuss the charges: hourly, daily, mileage
- Timing of the event, collection and drop off points
- Passenger capacity of the cars
- Decorations on the car

Venues

Issues to Discuss

- Maintenance of the venue: grass, rubbish
- Toilets attendants, cleaning and toiletries
- Power points, cables and generator: location and adequacy of the electric facilities
- Parking: is it adequate
- Security: who provides especially for cars / suppliers items left overnight
- Seasonal & other conditions of the grounds: flooding, wind, dust

Timing of the event, deliveries and collection of supplies



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Photography & Video

Issues to Discuss

- Use at least 2 videos or photographers for safety reasons
- Find out whether they need transport
- What is the possibility of you providing your own films etc.
- Discuss the various photographs that you would like e.g. bridal/parents, bridal party, bridal/family etc.
- Black & white or colour stills
- Are photo albums included in the charge etc.
- Are the photos arranged in the album etc.

Entertainment & Master of Ceremonies

Issues to Discuss

- Discuss décor in detail: floral, balloons or fabric
- Themes & Colour scheme of the wedding
- Seasonal flowers and their availability
- Do they provide stands, transport etc.
- Discuss timing e.g. church, cars reception etc.

What linen is included in the decorations e.g. bridal, parents, gift and cake tab

Public Address, Music & Lighting Systems

Issues to Discuss

- Is it cheaper to hire equipment for the full day and/or night
- Discuss transport of equipment to and from reception and evening party
- Special wedding songs requests if possible for reception and evening
- Power points and length of cables
- Type of equipment & speakers (is it adequate for the function)
- Microphones – is it cordless or with wires

Bridal wear, Jewellery & Accessories

Issues to Discuss

- The design of the dress: neckline, sleeve length, skirt length and style.
- Design details: flowers, beads, lace, African ornaments etc.
- Suitable colours: cream, white etc.
- Suitable fabrics: chiffon, silk, linen, tulle, taffeta or satin.
- Accessories: train, shoes, veil, hair piece, hand bag, jewellery, gloves etc.
- Fittings: break into your shoes & dress for maximum comfort



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Catering Services

Issues to Discuss

- Set up of the event: restaurant or theatre style
- Food presentation: chaffing dishes, skirting of tables, types of plates etc.
- Special diet requirements if any: vegetarian, saltless, religious considerations e.g. pork
- Waiters or waitresses: uniforms, how many
- What linen if any are they providing
- Drinks service
- Do they provide hand wash facilities
- What does their quotation include apart from the food: cutlery, crockery, glassware, linen
- Timing of the set up: food points, tables, food and service

Wedding Cakes

Issues to Discuss

- Delivery & set up of cake
- Who decorates the cake table: skirting, drapes
- Colour scheme and theme of the wedding
- Do they help to cut the cake and distribute
- Do they provide cake knife, trays / baskets for distribution
- Does it come with precut pieces or not
- Are the pre cut pieces boxed or packed

The type of cake: fruit, sponge

Flowers & Decorations

Issues to Discuss

- Discuss décor in detail: floral, balloons or fabric
- Themes & Colour scheme of the wedding
- Seasonal flowers and their availability
- Do they provide stands, transport etc.
- Discuss timing e.g. church, cars reception etc.
- What linen is included in the decorations e.g. bridal, parents, gift and cake tables etc.