



WEDDING PLANNING SERVICES

Scope of Work

PAPERCUT WEDDINGS

CRAFTING  MEMORIES

About The Company

We are serving our clients since the last 8 years. We are trying to deliver the best in the most affordable prices to our clients in this ever evolving wedding industry. We follow latest trends and try to deliver the best. We have experience in organising weddings at multiple cities in both India and Abroad.



SCOPE OF WORK

WEDDING PLANNING FEES RS.4,00,000 /-

INCLUSIONS UNDER WEDDING PLANNING FEES

A Team of 4 Wedding Experts shall be there on site from Day 0 till Checkout

OUR DATES ARE BLOCKED FOR ONLY ONE CLIENT AT A TIME, FOR WE LIKE TO ENJOY OUR WORK AND DELIVERY WITH COMPLETE CONCENTRATION AND AT LEISURE.

IF WE MOVE FORWARD, WE SHALL FORWARD YOU A FORMAL MEMORANDUM OF UNDERSTANDING WHICH SERVES AS A CONTRACT.

FOR PERFECT PLANNING AND EXECUTION, WE WILL BE REQUIRED TO TRAVEL ON SITE WITH OUR TEAM OF 2-3 PEOPLE, 1-2 TIMES BEFORE THE EVENT, THE EXPENSES FOR TRAVEL, LODGING AND MEALS SHALL BE TAKEN CARE BY THE CLIENT.

LOCAL MEETINGS SHALL NOT BE CHARGED ADDITIONALLY.



Our Core Team

1 X DESIGNING & EXECUTION EXPERT

1 X PRODUCTION & DECOR EXPERTS

1 X PLANNING, CO-ORDINATION & ARTISTS EXPERTS

1 X VENDOR MANAGEMENT EXPERT

1 X HOSPITALITY & LOGISTICS EXPERT



Venue Consultation

Suggesting Wedding / Event venues and location visits based on the client's theme, budget and requirements. Then Shortlisting, negotiations & final booking of the hotel.

PLANNING & EXECUTION

Planning and monitoring the budget related to weddings and events to execute your special day with no holds barred arranging for the procurement of wedding and event related licenses.



Co-ordination & Planning

OFF - SITE / BACKEND

Whatsapp groups, Room Allocations, onsite coordination during events.

ON - SITE / FRONT END

Making arrangements for every wedding-related event, including the Mehendi, Sangeet, Cocktail, Haldi, Baraat arrangements. Coordinating all aspects of Decor, Sound and Light checks, Transport Parking, Welcoming Guests, F&B Management and every other area that requires coordination for the smooth execution of the event.

A Team of 4 Wedding Experts shall be there on site from Day 0 till Checkout

PAPERCUT WEDDINGS





Entertainment Planning

ARTISTS | BRIDE GROOM ENTRY | JAIMALA THEMES

Planning entertainment for your events. Referring and coordinating a range of options relating to entertainment at the Wedding and related functions including stage setups, sound setups, AV setups, stage backdrop designing, Live Acts, Live Music, DJ's, VJ's, Celebrity appearances, Performers, Dancers, Artists, Pyrotechnic Shows, Lighting Design & Special Effect design. Suggesting and Booking Choreographers for dance performers including your Sangeet, Special first dance and Planning Locations for rehearsals.





RECOMMENDED ADDITIONAL SERVICES

BOTH ONSITE & OFFSITE ASSISTANCE

24 x 7 Help Desk on site, hospitality and guidance staff for the guests. Well groomed team with walkie talkies.

HOSPITALITY TEAM

We recommend a team of 12 people (4 for Check ins, 2 for Luggage, 2 for General Help & 4 Shadows) for your event.

This team shall be well versed in Hindi and English. As per our personal discretion, we can hire someone local as well

Guest Management

THE FEES OF THIS TEAM, TRAVEL, LODGING AND MEALS SHALL BE CHARGED ON ACTUALS.

PAPERCUT WEDDINGS

Vendor Management

Vendor referrals, negotiations & booking.

From attending to deliverables right up to overseeing the execution of vendor services on the event date.

Background assessment of vendors.

Onsite co-ordination and assistance.

Monitoring deliverables by the vendor and quality assessment.



HOTEL CO-ORDINATION

HOTEL & CLIENT COORDINATION, ROOM
ALLOCATIONS, ON SITE COORDINATION.
FOOD AND BEVERAGE CONSULTING
RIGHT UP TO OFFERING MENU DESIGN,
STYLING AND MANAGING THE BAR.



Decor & Event Designing



THEME BASED PRE-WEDDING AND WEDDING DECOR



DESIGNING AND EXECUTING ALL ASPECTS OF WEDDING DESIGN AND DECOR, INCLUDING LIGHTING, FLORAL SET-UPS AND EXECUTION OF THEMES, AFTER UNDERSTANDING YOUR VISION.



CONCEPTUALISING



Wedding Favours Consultation

Sourcing and packaging themed giveaways or favours, Event-related giveaways, gifts for Mehendi ceremony, and welcome hampers for guests. Proposing and designing timelines and production schedules complete with detailed Itineraries.

LOGISTICS MANAGEMENT

Organising and coordinating on-ground transportation services for the couple, family and guests
Making arrangements for travel and hotel bookings, airport pickups, managing RSVPs, assisting with guest check-ins, hospitality desks and curated tours for your guests to experience the culture, nightlife and shopping of the wedding destination. Single point of contact logistics management.

PAPERCUT WEDDINGS

CRAFTING  MEMORIES

WEDDING DAY ITEMS MANAGEMENT

General items management on and off site for wedding and pre-wedding events.



Creative Designing

WEDDING STATIONARY

Thank you cards, welcome cards, stickers, itineraries, key card jackies, breakfast table notes etc.

E - INVITES

Whatsapp Invites, Consultation on wedding cards, invitation videos and trendy invitations for all your events. Assisting in the design and coordination of every aspect of wedding-related print material in keeping with the event theme.



Pre - Wedding Planning

Pre Wedding events are as important as the D-Day as they are the backbone of the whole event schedule. Also, the bride and the groom and can actually enjoy pre-wedding functions only. Weddings are subtle affairs. Our services also include planning all pre-wedding events like bridal showers, bachelor and hen parties.



Honeymoon Packages & Bookings

Ideating and proposing packages to
honeymoon destinations

PAPERCUT WEDDINGS



Contact Us

EMAIL ADDRESS

info@papercutweddings.com

PHONE NUMBER

+91 987369 2599

+91 908473 2599

+91 906880 2599