

evenio
WEDDINGS & EVENTS

wedding and event planning with a sophisticated touch





evenio is

melbourne's
trusted choice
for sophisticated
weddings
and events.

let's bring your vision to life!

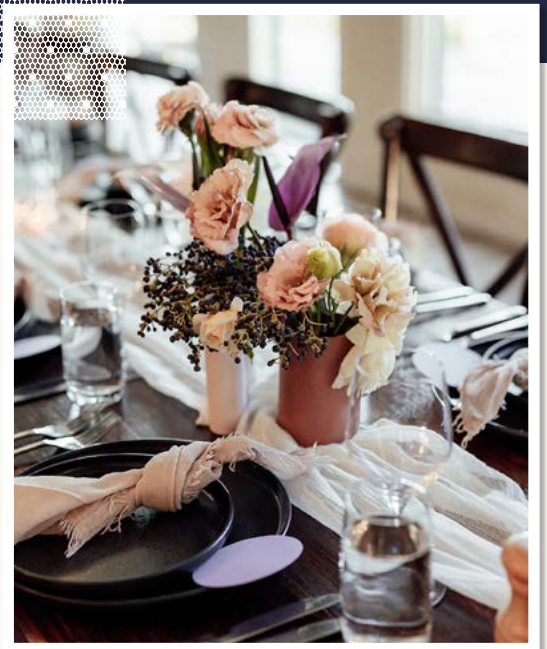
Hello and welcome!

We just did a little happy dance.

Planning your big day or important occasion is a big deal – we get it! You want every part of these moments to feel special, personal and memorable for your guests.

This is why we're so glad that you're interested in having us plan and style your event. You can rest assured we'll be treating your day as if it is our own!

So, while we wait to meet you face-to-face, we thought we would digitally introduce ourselves so that you can get to know the team who will be with you each step of the way.





Hi, I'm Sonya,

As the planner and head stylist of Evenio, I lead a team of professionals in coordinating the aesthetics and logistics of your big day.

A hopeless romantic with over 20 years in TV and fashion, there's nothing quite like the feeling of seeing my clients achieve that magazine-worthy backdrop for the memories they'll make that will last a lifetime.

Known in the industry for our up-market look and detailed service, classy, sophisticated and glamorous events are our A-game.



our goal for you...



Here's what we believe: enjoying the lead-up and loving the whole process of planning the wedding or event is just as important as the big day. But this can be hard when you're overwhelmed. And that's why I'll be taking the extra effort to understand intricately your desires for your day, ensuring you have the freedom to sit back and fully take in this once-in-a-lifetime experience.

With love and style,

Sonya X

sigh of relief.
here's what you'll get:

- Unparalleled customer service
- Efficient communication
- Your vision executed beautifully
- An event planner/stylist who listens to what you want and makes it happen
- Professionals handling the timelines and supplier connections for you
- Honest feedback and advice
- Fast response to your emails within 48 hours (except for weekends and holidays)
- Exclusive trade discounts thanks to our network of suppliers

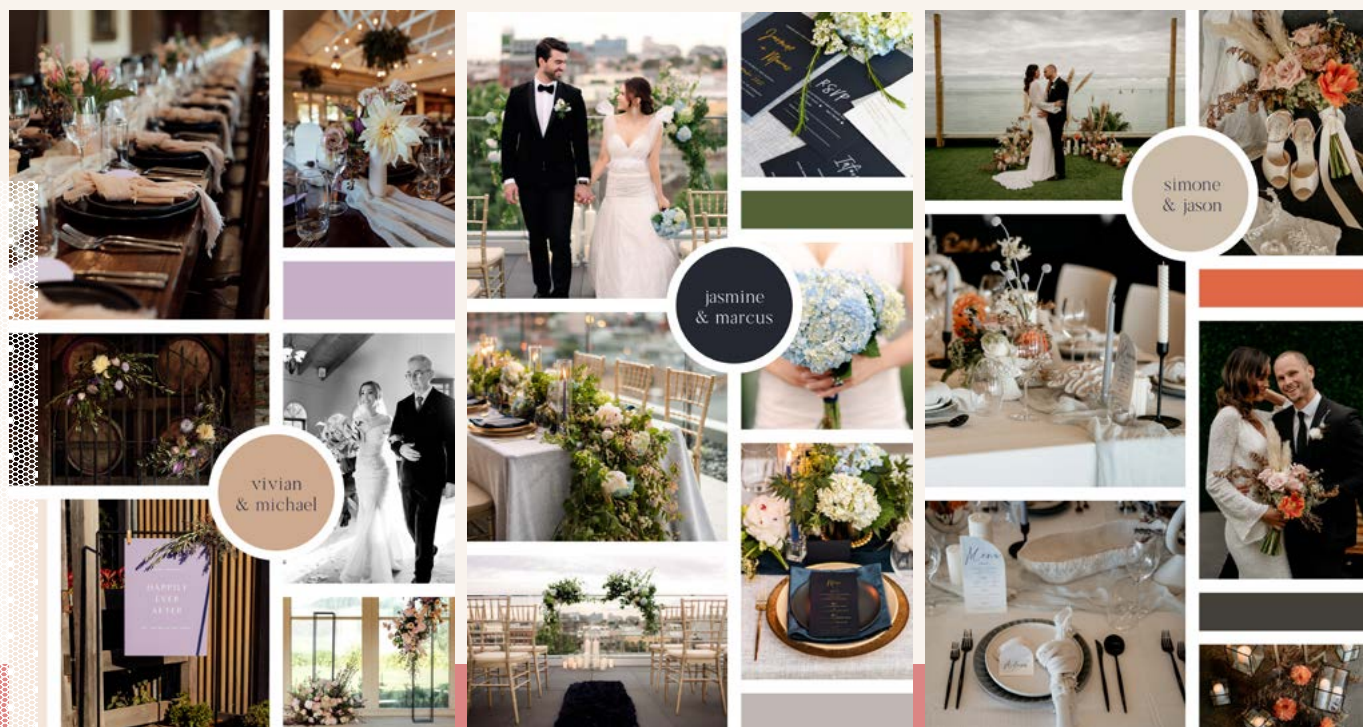


how we'll work together:

With style and ease, we'll keep you cool, calm and collected each step of the way.

1. Initial consultation – we'll spend a comprehensive session together getting on the same page with all your ideas.
 2. Mood Board – see your vision on paper! You can make sure we're on the right track by reviewing the mood board we'll present to you.
 3. Contract and budget proposals – big ideas need to fit the budget, so we'll put a cost-effective proposal together for you to sign off BEFORE we begin (yep, no hidden surprises once the bill comes through)
- *PLUS, FOR THOSE BOOKING OUR WEDDING SERVICE: Style and smile – this is where we fulfill all the listed actions in your proposal (whether it be supplier management, RSVP management, venue research etc. etc.), while you can spend time with those you love and make the most of the coming days

ready to be inspired?
here are a few special occasions we've designed...
we can't wait to see yours come together.



“Dear Sonya, thank you for making our event a success! It wouldn't have been possible without your professionalism and impeccable dedication to detail. Your clear communication from the first day of planning assured me that Evenio was handling everything and I could focus on the guests. It was a flawless evening!”

julie vlassis cooke





packages with a difference

Are you a lover of beautiful things? Us too... so we know what it feels like to want everything to be "just right". Losing sleep, feeling anxious or struggling to make decisions is no fun, you should be enjoying the journey along the way.

Stay calm, collected and excited for the big day, with a package to suit your needs.



full creative

Bring your wedding day vision to life with ease so that you can enjoy a memorable day with your guests.
Get comprehensive support, planning and design guidance the whole way through.

\$5,500

What you get:

- Open communication throughout
- Supplier recommendations, bookings and coordination - including but not limited to: stationer, calligrapher, caterer, photographer, videographer, officiant, florist, furniture/linen/tabletop rentals, musicians/band/DJ, transportation, lighting, sound/AV equipment, tenting, bar services, attire, hair and makeup, cake baker
- Schedule and attend potential venue walkthroughs & up to two venue meetings once you have selected your venue
- Manage communications with venue and act as your liaison for any issues that arise
- Understand the requirements and restrictions within the venue contract(s) and ensure all requirements are carried out (for example insurance requirements of all vendors)
- Regular planning sessions (in person or via zoom) and unlimited availability via email
- Create a detailed and personalised wedding budget
- Review all vendor contracts to make sure they are in line with budget proposal
- Maintain budget and track invoice/due dates of vendor/venue payments
- Act as the liaison between you and your vendors and help to facilitate meetings (attending meetings with you as required)
- Review all vendor contracts and pricing
- Ensure vendors receive payments on time
- Create your personal planning timeline with monthly checklists
- Schedule of check-ins to ensure all monthly tasks are completed
- RSVP management, if required
- Confirm all logistics with your vendors
- Develop a timeline for the day (or weekend, if required) of your wedding and distribute to all vendors
- Confirm logistics and create a timeline which includes contact sheet and floor plan for your wedding day and distribute to all vendors prior to the date to ensure seamless collaboration during hours present at the venue
- In collaboration with your Celebrant/Officiant, we will coordinate your wedding rehearsal including processional and recessional line up
- Meet with wedding party to discuss details of wedding day itinerary

Please note, this package is for planning services only. It does not include concept design and / or coordination on the day. We do offer a 10% discount when booking two or more packages together. We can also make custom quotes so please inquire with us if there is anything specific you need.



styling set-up

Not sure how to create a consistent, on-trend look for your big day? With attention to detail, Evenio will ensure your décor, centrepieces, favours and more are beautifully styled to your taste.

\$3,600

What you get:

- In collaboration with you we will create a unique and cohesive design concept and colour palette for your wedding ceremony, cocktail hour and reception
- Design Mood Board and Look Book for your wedding day touch points
- 3D Floor Plan to showcase decor details and give you a true feel of the design
- Open communication throughout
- Source all design components, including, but not limited to: marquee, linens, signage, props, furniture, lighting, favours and/or gift bags, flowers, ceremony decor, candles and tabletop elements
- Work with all design-related vendors to ensure your design concepts are clearly communicated
- Work closely with your chosen floral and stationery designers to create the look we have conceptualised for your wedding and provide a mock up for you to approve colour, texture, design, and containers
- 1 site visit prior to month of wedding
- 1 comprehensive planning meeting to discuss final details
- Coordinate and liaise with wedding decor related vendors as they arrive and receive deliveries
- Ensure that all decor related vendors are fulfilling their contractual duties and act as their day-of contact
- Manage and install décor setup, including but not limited to ceremony, cocktail hour, and reception sites
- Confirm logistics and create a timeline which includes contact sheet, styling boards and floor plan for your wedding day and distribute to all decor related vendors prior to the date to ensure seamless collaboration during hours present at the venue

Please note, this package is for design and styling services only. It does not include full planning and / or day of coordination outside of decor. We do offer a 10% discount when booking two or more packages together. We can also make custom quotes so please inquire with us if there is anything specific you need.



flawless finish

Just looking for some extra help on the day and weeks leading up to your wedding?
We can help alleviate any stress so you and your family can relax and fully enjoy an unforgettable celebration.

\$1,500

What you get:

- 1-Hour Consultation - to be scheduled any time before the wedding, but no later than 2 months before
- Meeting (in person or over zoom) to discuss your wedding day vision & priorities
- Gathering a list of your vendors and contact details from you (these are needed to liaise with them prior to the wedding and to create the Timeline)
- Outlining our coordination process so you know what to expect on the day
- 1-Hour Hand Over Meeting (could be done onsite) - to be scheduled 2 weeks before the wedding:
 - I will meet with you to confirm logistics and collect all personal, purchased or hire items you may have acquired in advance to bring on the day so you don't have to. Eliminates added stress from having to remember an extra detail on what it is an already busy time
 - We review the timeline to make sure all entries are correct and to your preference
- 6-Hours On-the-Day Coordination - additional hours also available and priced upon request
- Open communication throughout
- One site visit prior to wedding day
- Prepare Covid and Bad Weather Plans and execute, if required
- Timeline creation, which includes contact sheet and floor plan for your wedding day
- Distribution of timeline to all vendors prior to the date to ensure seamless collaboration during hours present at the venue
- Coordinate bumping and bump out with all vendors two-weeks prior to the wedding
- Coordinate and liaise with wedding vendors as they arrive and receive deliveries
- Ensure all vendors are fulfilling their contractual duties and act as their day-of contact
- Manage and install décor setup according to decor plan for ceremony, cocktail hour, and reception sites including, but not limited to ensuring all signage is correctly positioned, light candles and place table numbers, menus, place cards, escort cards, bonbonniere, toasting glasses, cake serving set, etc.
- Setup guest book and wishing well area
- Provide a Bridal Emergency Kit (things you may need on your wedding day). Personalised emergency kits also an option, if required
- Organise and distribute all personal flowers to wedding party, family members and special guests on site
- Assist wedding party, family and guests as needed throughout the day, if desired (a second team member would be required on site. Priced on application)
- Attend sound check with musicians/band/DJ
- Distribute programs to guests and direct them from arrival area to ceremony
- Facilitate the wedding ceremony (Processional)
- Facilitate Bridal Party entrance at Reception
- Work with your Emcee and Reception Vendors to ensure proceedings run smoothly and on time
- Oversee cocktail hour and reception from food service to coordinating entertainment and all announcements/toasts/activities
- Personally direct guests during wedding
- Organise and conduct all set-up. Breakdown (same day or the day after) also available, if required. Highly recommended, especially if hiring decor items to avoid misdistribution or items left behind
- Troubleshooting on the day
- Travel up to 1 hour from CBD included
- A set up assistant, if required. Please note, an assistant(s) may be needed if:
 - Over 100 guests
 - Venue bump-in allowance is less than 2 hours
 - Scope of styling is substantial and cannot be achieved in a timely manner by one person

If you do not require the 6 hours of liaising and styling, I also offer hourly services (\$65/hr.) to carry out any specific tasks, either from the list above or per request.

Please note, this package is for day of coordination only. It does not include concept design and / or planning services. We do offer a 10% discount when booking two or more of our packages together. We can also make custom quotes so please inquire with us if there is anything specific you need.



corporate galas, birthdays product launches, special events

We are also well-versed in creating unforgettable events that are pulled off seamlessly, and allow you to relax, enjoy and mingle with guests while we handle the logistics of planning, coordinating or dressing up your important occasion

Priced on request.



Areas where we can help:

- Event concept planning to clarify your event look and feel
- Sourcing design components to help you create the look within budget
- Supplier management and liaison to ensure all runs smoothly
- Event styling and coordination, for full support on the day

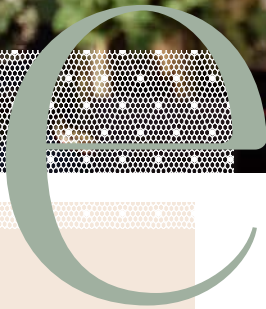
*Our service pricing depends on the kind and scope of each individual event.
Please click [here](#) to fill out a brief questionnaire, so we can provide you with a custom quote.*



tailored services

Have a specific task you need help with? You can book an individual service with us, depending on your requirements.

Custom quote required. Priced on request.



We can help you with the following add-ons:

- Consultations
- Planning sessions
- Budget proposals
- Personalised checklists and running sheets
- RSVP management
- Vendor liaison and management
- Wedding day timelines
- Floor plan designs
- Venue research



payment details

Before we begin working on your project we ask for an initial payment (25% of invoice total) to be paid upon the acceptance of your contract. The remaining balance will be due in stages, upon completion of each planning phase.

*Visa, Mastercard, Direct Deposits/Bank Transfers accepted.








ready to start ticking off your to-do list?

book a consultation and let's get all your ideas out on the table

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