



WEDDING PLANNING

2026/27 Wedding Packages



T's & C's APPLY

WEDDING *Planning*

WELCOME

We believe exceptional weddings begin with thoughtful planning, beautiful design and attention to every detail.

With qualifications in Floral Design, Styling & Décor and Business Management, alongside experience at one of Pretoria's leading wedding venues and over 80 successfully planned and coordinated weddings, our team brings both industry expertise and creativity to every celebration.

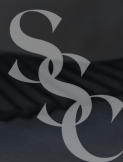
We quite literally think in folders, combining organisation with our love for weddings to bring your vision to life while making the journey from "Yes" to "I do" feel seamless, exciting and stress-free.

OUR APPROACH

We believe the best planning experience is one where you feel informed, organised and confident every step of the way.

From beginning to end, your wedding is carefully structured through a collection of shared, live planning documents, giving you access to updated budgets, suppliers, timelines, checklists, design details and all the important information in one place.

With everything updated as we plan, you'll always know where we are, what's been completed and what comes next, creating a planning journey that feels seamless, exciting and stress-free.



PLANNING *Packages*

THE MINI

R 10 000

YOU PLAN, WE EXECUTE

You plan your wedding, and four weeks before the big day, we step in to bring everything together seamlessly.

PLANNING HANDOVER

Up to 3-hour handover to review your plans, suppliers, timeline and logistics.

FINAL PREPARATIONS

Finalise timelines, setup schedules and confirm all details with your suppliers.

WEDDING REHEARSAL

Professional coordination of your wedding rehearsal.

WEDDING DAY

Up to 8 hours of coordination, managing suppliers, setup, logistics, timelines, MC and all important cues.

AFTER THE CELEBRATION

Coordinate the breakdown plan, supplier collection schedule and next-day collection arrangements where required.

THE HALF

R 15 000

YOU PLAN, WE GUIDE

You handle the main planning and supplier bookings, and six months before the wedding, we step in to help finalise the details and bring everything together.

PLANNING SUPPORT

In-depth planning meetings, supplier guidance and assistance finalising your décor, florals, layouts, menus and overall design.

FINAL PREPARATIONS

Finalise timelines, setup schedules and supplier logistics, including site visits where needed.

WEDDING REHEARSAL

Professional coordination of your wedding rehearsal.

WEDDING DAY

Up to 8 hours of coordination, managing suppliers, setup, logistics, timelines, MC and all important cues.

AFTER THE CELEBRATION

Coordinate the breakdown plan, supplier collection schedule and next-day collection arrangements where required.

THE FULL

R 20 000

YOU PLAN, YOU ENJOY

Designed for busy couples who want to be part of the journey while we take care of the planning. We can step in up to 12 months before your wedding.

COMPLETE PLANNING

From supplier sourcing and bookings to budgets, stationery, décor, florals and design, we manage the details while keeping your vision at the heart of every decision.

DESIGN & LOGISTICS

We develop your visual concepts, timelines, floor plans, table layouts and supplier schedules, with ongoing communication throughout.

WEDDING REHEARSAL

Professional coordination of your wedding rehearsal.

WEDDING DAY

Up to 8 hours of coordination, managing suppliers, setup, logistics, timelines, MC and all important cues.

AFTER THE CELEBRATION

Coordinate the breakdown plan, supplier collection schedule and next-day collection arrangements where required.

PLANNING *Packages*

THE MINI - R10 000

WHO IT'S FOR?

For couples who have planned and booked their wedding themselves, but want a professional team to take over the final logistics and coordinate the wedding day.

WHEN WE STEP IN

We step in **4 weeks** before the wedding.

INCLUDED TIME

Up to 15 service hours

3-hour handover + up to 8 hours wedding-day coordination + up to 4 hours for rehearsal, supplier confirmations, timeline preparation and final logistics.

WHAT'S INCLUDED:

- **Planning handover:** Up to 3 hours, online or in person, to review your complete wedding plan.
- **Digital planning resources:** Shared documents to help organise the information needed for a smooth handover.
- **Final timeline:** Review and finalisation of the wedding-day timeline, supplier setup and breakdown schedules.
- **Supplier confirmations:** Final logistical confirmations with booked suppliers approximately two weeks before the wedding.
- **Wedding rehearsal:** Coordination of the rehearsal so the wedding party understands their roles and cues.
- **Wedding-day coordination:** Up to 8 hours onsite. Management of the couple's full wedding timeline, including hair and makeup timing, supplier timing, photography family-shot requirements, MC flow and other wedding-specific details outside the venue's operational responsibilities.
- **Full-day logistics:** Management of supplier arrivals, ceremony, pre-drinks, reception setup and the flow between each area.
- **Timeline & cues:** Ceremony entrances, speeches, dances, key moments and MC guidance.
- **Problem solving:** Adjustments to timing and logistics if delays or unexpected changes occur.
- **After the celebration:** Oversight of breakdown, pack-up and supplier collections.

YOUR ROLE:

You remain responsible for planning the wedding, choosing and booking all suppliers, making payments, confirming your design direction and providing complete information before handover.

PLANNING *Packages*

THE HALF - R15 000

WHO IT'S FOR?

For hands-on couples who have started planning and booked the key elements, but want an experienced planner to guide the final months and help complete the details.

WHEN WE STEP IN

Planning support begins up to **6 months** before the wedding.

INCLUDED TIME

Up to 30 service hours
Includes planning meetings and support, design and supplier guidance, site-visit assistance, final logistics, rehearsal and up to 8 hours of wedding-day coordination.

WHAT'S INCLUDED:

- **Everything in The Mini**, plus additional planning support.
- **Planning consultation & roadmap:** Review what has been booked, what is outstanding and the priorities leading up to the wedding.
- **In-depth planning meetings:** Guidance through the remaining planning decisions.
- **Supplier sourcing support:** Recommendations and guidance for any remaining suppliers; the couple remains responsible for final bookings and payments.
- **Design development:** Help finalise décor, furniture, florals and the overall visual direction.
- **Planning details:** Assistance finalising menus, layouts, timelines and key logistical elements.
- **Site visits:** Assistance where required within the package's included service hours.
- **Final supplier coordination:** Setup schedules, confirmations and wedding-week logistics.
- **Wedding rehearsal:** Professional rehearsal coordination.
- **Wedding-day coordination:** Up to 8 hours onsite, including suppliers, setup, logistics, timeline, MC and key cues.
- **After the celebration:** Oversight of breakdown, pack-up and supplier collections.

YOUR ROLE:

You remain actively involved in the planning process and responsible for final supplier bookings, payments and approvals, while we guide you through the remaining decisions and details.

PLANNING *Packages*

THE FULL - R20 000

WHO IT'S FOR?

For busy couples who want to remain part of the experience while having a professional planner manage the process, details and supplier journey from beginning to end.

WHEN WE STEP IN

Full planning can begin up to **12 months** before the wedding.

INCLUDED TIME

Up to 50 service hours

Includes planning, supplier sourcing, budget and design management, meetings, layouts and timelines, final logistics, rehearsal and up to 8 hours of wedding-day coordination.

WHAT'S INCLUDED:

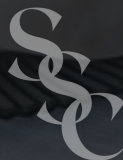
- **Full Planning Management:** Everything in The Mini & Half, with complete planning support.
- **Planning & Roadmap:** Vision, priorities and planning journey.
- **Live Planning Documents:** Budgets, suppliers, timelines, checklists and updates.
- **Budget Management:** Build and track your wedding budget.
- **Supplier Sourcing:** Research, compare and assist with supplier bookings.
- **Creative Guidance:** Expert advice on décor, florals, colour palettes and styling.
- **Stationery Guidance:** Advice on stationery, quantities and overall design.
- **Layouts & Logistics:** Timelines, floor plans and table layouts.
- **Wedding Website & PDF Invitation:** Basic digital management.
- **Final Coordination:** Supplier confirmations, rehearsal and final logistics.
- **Wedding Day:** Up to 8 hours of professional coordination.
- **After the Celebration:** Breakdown and supplier collection oversight.
- **Welcome Gift:** A special gift from SSC.

YOUR ROLE:

You remain involved in the decisions and approvals while we manage the planning process. Clear and regular communication is essential so every choice continues to reflect you as a couple.

PLANNING *Packages*

SERVICE	THE MINI	THE HALF	THE FULL
Price	R10 000	R15 000	R20 000
Planning Begins	4 weeks before	Up to 6 months before	Up to 12 months before
Total Service Hours	Up to 15 hours	Up to 30 hours	Up to 50 hours
Wedding-Day Coordination	Up to 8 hours	Up to 8 hours	Up to 8 hours
Planning Consultation	Handover only	✓ Included	✓ Included
Live Digital Planning Resources	Basic	✓ Included	✓ Full planning system
Wedding Timeline	✓ Included	✓ Included	✓ Included
Supplier Confirmations	✓ Included	✓ Included	✓ Included
Supplier Sourcing	—	Guidance for remaining	✓ Full sourcing support
Budget Management	—	Guidance	✓ Full budget
Décor & Floral Guidance	—	Finalise existing vision	✓ Full creative
Stationery Guidance	—	Guidance	✓ Full creative
Floor Plans & Table Layouts	Final review	Assistance	✓ Full development
Site Visits	—	As required	As required
Wedding Rehearsal	✓ Included	✓ Included	✓ Included
Basic Wedding Website	—	—	✓ Included
PDF Invitation Management	—	—	✓ Included
Welcome Gift	—	—	✓ Included
Wedding-Day Supplier Management	✓ Included	✓ Included	✓ Included
Timeline, MC & Cue Management	✓ Included	✓ Included	✓ Included
Breakdown & Collection Oversight	✓ Included	✓ Included	✓ Included



PLANNING *Packages*

OPTIONAL ADD-ONS

VENUE WALKTHROUGH / SITE VISIT

R 1 500 + TRAVEL FEE

- 1–1.5 hour venue meeting with couple
- Review ceremony & reception layouts
- Discuss weather contingency
- Discuss supplier access and setup logistics
- Confirm timeline flow on-site

BREAKDOWN COORDINATION

R 2 000 + TRAVEL FEE

- Overseeing breakdown of décor
- Ensuring hired items are returned to correct suppliers (If collecting the same day as breakdown)
- Packing couple's personal items
- Final venue inspection
- Managing vendor departures

OVERTIME ON THE DAY

R 500 PER ADDITIONAL HOUR

- Additional time coordinating

WEDDING CONTENT CREATION

R 4 500

Relive the beautiful, candid moments of your wedding day almost instantly.

We capture the behind-the-scenes moments, little details and genuine memories of your celebration on a mobile device, giving you beautiful content to enjoy and share while the day is still fresh.

- INCLUDED:
- Gallery of original photos & videos (RAW) — delivered within 24 hours
- 3 Professionally edited reels — delivered within 48 hours

Content creation is captured on a mobile device and is designed to complement, not replace, professional photography or videography services.



PLANNING Packages

PREMIUM PLANNING RESOURCES EXAMPLES OF OUR LIVE PLANNING DOCUMENTS

BUDGET TRACKER



WEDDING CHECKLIST

WEDDING Checklist

OVERALL TO-DO PROGRESS

22 / 40

0 10 20 30 40

Done Tasks Task Left

FREE DEFINED CHECKLIST

12+ Months before	10-11 Months before	8-9 Months before	6-7 Months before
TASK	TASK	TASK	TASK
☒ Celebrate your engagement!	☒ Choose your wedding date	☒ Finalise your guest list	☒ Book transportation and accommodations for guests (if needed)
☒ Discuss your wedding vision, theme, and priorities	☒ Book your venue	☒ Shop for and order your wedding attire	☒ Plan honeymoon
☒ Set a preliminary budget	☒ Book your ceremony & reception vendors	☒ Book florist	☒ Schedule tastings with caterers and cake designers
☒ Start a wedding planning binder (digital or physical)	☒ Book photographer & videographer	☒ Book hair & makeup and any specialty vendors	☒ Finalise design/theme elements
☒ Create a guest list draft	☒ Create wedding website & registry	☒ Send save-the-dates	☐ Order attire for wedding party
☒ Research wedding venues	☒ Decide on wedding party	☒ Plan engagement photoshoot (if doing one)	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

80% 100% 100% 80%