

6ix Event Collective

Wedding Planning & Coordination Services

DAY OF · MONTH OF · FULL PLANNING

"Your vision, our expertise — a celebration unlike any other."

At 6ix Event Collective, we believe your wedding day should feel exactly as you always imagined it — effortless, joyful, and entirely your own. Whether you're just beginning to plan or simply need expert support to bring everything together, we offer three carefully crafted packages designed to meet you exactly where you are.

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| Day of Coordination | Expert management of your wedding day from start to finish. |
| Month of Coordination | Professional guidance for couples who've begun planning and need support. |
| Full Planning | Comprehensive end-to-end planning so you can enjoy every moment stress-free. |

Each package is personalised to your vision, your style, and your love story. We'd be honoured to be part of it.

Day of Coordination

6ix Event Collective · Wedding Day Management

You've planned your dream wedding — now let us take the reins. Our Day of Coordination package places every logistical detail in the hands of your dedicated coordinator so that on the day itself, you are free to be fully present, completely at ease, and thoroughly celebrated.

PRE-WEDDING COORDINATION

Final Details Meeting

Timeline Creation — A meticulous day-of schedule mapping every vendor arrival, ceremony beat, and reception milestone from morning through last dance.

Vendor Confirmation — Direct outreach to all vendors — caterer, florist, photographer, and beyond — to confirm logistics, timing, and expectations.

WEDDING DAY COORDINATION

Morning Preparations

Vendor Liaison — Single point of contact for every vendor on-site, ensuring each team arrives on time and sets up exactly as planned.

Timeline Adherence — Hair, makeup, and all pre-ceremony preparations kept beautifully on track so the morning unfolds without a moment of stress.

Ceremony Management

Guest Coordination — Guests are welcomed and guided graciously; the guestbook and any special ceremony elements are carefully attended to.

Processional & Recessional — Every cue, every step, every entrance precisely coordinated for an elegant and emotionally resonant ceremony flow.

Reception Oversight

Setup & Décor — The reception space is inspected against your vision — every centerpiece, place card, and finishing touch confirmed before guests arrive.

Vendor Coordination — Catering, music, lighting, and all vendor services monitored throughout the evening to keep the experience seamless.

Timeline Management — Toasts, first dances, cake cutting, and every special moment orchestrated with precision so nothing feels rushed or forgotten.

Guest Assistance

Special Requests — Every guest's comfort matters. Individual needs and questions are handled warmly and discreetly.

Issue Resolution — Should anything unexpected arise, it is addressed quietly — you'll never even know there was a hiccup.

Post-Reception

Venue Breakdown — Cleanup and breakdown overseen from start to finish; all rentals returned and the space left in pristine condition.

Gifts & Personal Items — All gifts, cards, and personal belongings collected, organised, and ready for the couple to take home.

PACKAGE HIGHLIGHTS

Expert Guidance

Every scenario has been seen — and handled — before.

True Peace of Mind

Let go of logistics and be fully present for what matters most.

Personalised Service

Every detail tailored to reflect your unique vision and style.

Flawless Execution

A thoughtfully managed day leaves only beautiful memories.

We would be deeply honoured to be part of your most treasured day.

Month of Coordination

6ix Event Collective · Expert Guidance, Your Way

You've started your planning journey — and you've done beautifully. Our Month of Coordination package is designed for couples who have a vision in motion but want expert eyes, refined guidance, and steady support to carry it over the finish line with confidence and ease.

WHAT'S INCLUDED

Initial Consultation

Planning Review — An in-depth meeting to understand your vision, preferences, and everything you've accomplished so far.

Personalised Roadmap — A customised planning timeline built around what still needs to happen and when — so nothing falls through the cracks.

Vendor Recommendations & Coordination

Curated Vendor List — Access to a trusted network of caterers, photographers, florists, entertainers, and more — all vetted and aligned with your aesthetic.

Selection & Contract Support — Guidance through vendor selection, contract review, and negotiation so you sign with clarity and confidence.

Ongoing Vendor Communication — Follow-up coordination with all vendors to ensure consistent alignment with your vision throughout the planning process.

Design & Concept Development

Style Guidance — Expert input on wedding theme, colour palette, and décor elements to create a cohesive and deeply personal aesthetic.

Design Plan — Assistance developing a unified design blueprint that ties every visual element of your day together beautifully.

Timeline & Checklist Management

Day-of Timeline — A detailed wedding day schedule built to keep every moment flowing naturally and on time.

Custom Checklists — Tailored task lists that give you clarity and keep your planning progress organised and stress-free.

Budget Management

Budget Tracking — Ongoing oversight of your spending to ensure you remain comfortably within your financial parameters.

Cost-Effective Advice — Strategic recommendations that maximise quality and impact without unnecessary expense.

Ongoing Support

Regular Check-ins — Dedicated planning sessions to review progress, address concerns, and keep momentum moving forward.

Open Access to Expertise — Reach out anytime with questions, decisions, or simply to talk through an idea — we are in your corner.

Final Month Coordination

Vendor Review — Confirmation of all arrangements, logistics, and vendor details to ensure nothing is left to chance.

Logistics Finalisation — A thorough run-through of every moving part so execution day is smooth, seamless, and exactly as planned.

Wedding Day Support

On-Site Coordination — Full presence to manage the day-of schedule, oversee vendor arrivals, and keep everything running on time.

Issue Management — Swift, discreet handling of any last-minute situations — so your day stays as perfect as you planned it.

PACKAGE HIGHLIGHTS

The Best of Both Worlds

DIY flexibility with the safety net of professional expertise.

Refined Direction

Elevate the plans you've already made with a trained creative eye.

Budget Confidence

Expert guidance to spend wisely and get maximum impact.

Day-of Peace

Arrive on your wedding day knowing everything is handled.

Let Six Event Collective be the expert partner who helps you cross every finish line.

Full Wedding Planning

6ix Event Collective · From Vision to Reality

Imagine starting your engagement with nothing to worry about except saying yes to the things you love. Our Full Wedding Planning package offers complete, end-to-end support — from the very first idea to the last dance — so every decision is guided, every detail is perfected, and your only job is to enjoy the journey.

WHAT'S INCLUDED

Initial Consultation & Planning Kickoff

Vision Discovery — A deep-dive conversation to understand your priorities, aesthetic, and everything you've ever dreamed your wedding day would feel like.

Customised Roadmap — A personalised planning timeline and structure built to guide every stage of the process with clarity and confidence.

Design & Concept Development

Comprehensive Design Plan — A fully realised creative vision including theme, colour palette, floral direction, and overall aesthetic — brought to life with intention.

Design Coordination — Assistance selecting and aligning every visual element so the look and feel of your wedding is completely cohesive.

Budget Management

Detailed Budget Plan — A carefully constructed budget with strategic recommendations to optimise every dollar from the very start.

Ongoing Financial Oversight — Continuous tracking and advice throughout the planning process to keep spending on track and priorities in focus.

Vendor Selection & Coordination

Trusted Vendor Network — Access to a curated roster of caterers, photographers, florists, entertainment, and more — all aligned with your vision.

Negotiation & Contract Review — Support through every vendor agreement so you sign with confidence and get exactly what you're promised.

Ongoing Vendor Management — Continuous communication with all vendors to keep every service aligned and every expectation met.

Venue Selection & Management

Venue Search — Assistance finding and securing the perfect venue — one that suits your aesthetic, guest count, and logistical needs.

Venue Coordination — Collaboration with the venue team on layout, setup, and all logistical arrangements from contract to wedding day.

Timeline & Checklist Management

Master Timeline — A comprehensive wedding day schedule built to keep every moment — from first look to final farewell — flowing perfectly.

Planning Checklists — Detailed, customised checklists ensuring every task and deadline is met throughout the entire planning journey.

Design & Décor Coordination

Décor Planning — Hands-on guidance with all décor elements — florals, table settings, lighting, signage, and every finishing detail.

On-Site Setup Management — Present on the day to oversee décor installation and ensure every visual element is executed exactly as envisioned.

Invitation & RSVP Management

Invitation Guidance — Support with design, wording, and distribution of invitations that set the perfect tone for your celebration.

RSVP & Guest Coordination — Organised management of RSVPs and guest communications so your list is always accurate and up to date.

Rehearsal Coordination

Full Rehearsal Management — Scheduling, logistics, and complete oversight of the rehearsal so every participant is informed, confident, and prepared.

Wedding Day Coordination

Full On-Site Presence — Dedicated management of the entire wedding day timeline, from vendor arrivals through ceremony, reception, and teardown.

Seamless Execution — Every vendor, every cue, every transition expertly coordinated so the day unfolds exactly as you imagined — and better.

Post-Wedding Services

Loose Ends Management — Assistance with post-wedding tasks including vendor payments, rental returns, and any outstanding logistics.

Follow-Up — A personal check-in to ensure you are completely satisfied and that every part of your experience met the mark.

PACKAGE HIGHLIGHTS

Complete Peace of Mind

From first consultation to final dance — fully handled.

Creative Partnership

Your vision is heard, refined, and brought to life with artistry.

Financial Clarity

Expert budgeting from day one so you always know where you stand.

Flawless Celebration

Every detail perfected so you can savour every single moment.

Let 6ix Event Collective turn your vision into a celebration you will cherish for a lifetime. We'd love to hear your story — reach out today.