



Champagne
& Macarons
EVENTS

Services Guide



www.champagneandmacarons.com



Hello
there!

Thank you for reaching out to us and
Congratulations on your upcoming wedding
or event!

Champagne and Macarons Events is a *Published International
Event Producer* based in Toronto. We plan and coordinate
events in Canada and internationally.

In this brochure, you will find information about our
processes, services, and featured publications.

We hope it answers most of your questions and we cannot
wait to start planning your unique event with you!

Karine

Founder and Lead Planner

About the Founder

"I love bringing my clients' dreams to life and creating unforgettable moments for lifelong memories."

Karine



Born and raised in Paris, France, Karine moved to Los Angeles to study at UCLA and worked in various industries before settling in Toronto.

Karine is a certified member of The Wedding Planners Institute of Canada and has been published in WedLuxe, Elegant Wedding Blog, Today's Bride, and WPIC.ca. Her multilingual abilities, authorship of wedding-related blog posts, and experience with over 30 weddings only in 2022 make her a valuable asset to any event planning team.

To stay up to date on the latest trends and network with other professionals, Karine regularly attends wedding conferences and networking events. She uses this knowledge to bring added value to every event she plans.

Why Work With Us?



- We don't take kickbacks or referral fees
- Vendor connections
- We only take on a limited number of events per year to provide all our clients with all our focused attention and quality of service.
- We wear different hats: we will be your advocate, accountant, negotiator, decoration designer/counselor, seamstress, producer, and problem solver
- Access to our efficient online tools to keep track of your budget, access checklists, timelines, designs, RSVPs, update and communicate with us
- Reliable, punctual and detail-oriented

Featured Publications



Decadent Daydream
The Omni King Edward Hotel



Let Them Eat Cake
The Albany Club



Modern City Romance
Vantage Venues



Eight Reasons Why You
Should Hire a WPIC Certified
Wedding Planner



How it Works

01 BOOK A DISCOVERY CALL

Book a 30min virtual coffee chat to see if we can help you plan the event of your dreams.

02 CHOOSE THE PACKAGE THAT BEST FITS YOU

See which package can help you take some of your concerns away!

03 SIGN THE CONTRACT

Once you selected the package, we will send you a contract to review and sign. The date will be confirmed upon receiving the booking deposit.

04 ACCESS OUR ONLINE PLANNING TOOL

You will be given access to manage and follow your budget, RSVPs, floor plan, timeline, vendor information, design space and much more!

05 LET THE PLANNING BEGIN!

All the admin work is done, now the fun begins!



COMMUNICATION

CONTACT DETAILS

+1 (647) 971-5501
info@champagneandmacarons.com

OFFICE HOURS

BY APPOINTMENT ONLY

WEBSITE

www.champagneandmacarons.com

SOCIAL MEDIA

@champagne_and_macarons

All Wedding Coordination Packages include the Following Services

✓ Supervision of Wedding Rehearsal

- Arriving prior to family and wedding party for inspection and final walkthrough
- Confirming with the venue coordinator everything is good to go
- Distribute ceremony details (with order of processional, music list and order of attendants walking down), and timelines to bridal party and family
- Lead ceremony rehearsal with or without the officiant present
- Practicing twice
- Pick up all personal items to be set up (such as champagne flutes, programs, favours, etc.)

✓ Supervision and Direction of Wedding Ceremony set up

- Ensuring correct number of chairs are set up
- Ensuring officiant has working microphone, pen and marriage license
- Set up welcome baskets with programs and other items
- Run through of music with DJ and Audio/Visual Team
- Greet guests as they arrive, hand out programs and direct them where to sit (bride/groom's side or no preference)
- Hand out bouquets and pin boutonnieres on groom and groomsmen
- Hand out flower basket to flower girl and ring pillow to ring bearer
- Line up everyone in the wedding party for processional and queue DJ/Musicians and Officiant
- If late guests are arriving, discreetly hold them back until bride is at the end of the aisle

✓ Supervision of Wedding Reception set up

- Oversee set up and arrival of vendors at reception venue
- Count all reception tables and chairs (and high chairs if applies) in reception venue as per the floor plan
- Go over all place settings and ensure name cards and favours are set correctly

✓ Cocktail Reception

- Lit all candles, turn on all battery-operated lights
- Set up of seating chart, bar sign, table numbers, guest book, card box
- Ensuring card box and gifts are managed by someone designated by couple
- Making sure cake table has the cake knife and lifter (if provided by couple), cake topper and all other decor

✓ Supervision of wedding photo session before or after the ceremony

- Ensuring Bride & Groom have water or their favorite drink, some snacks
- Facilitating Family Photos if Shot List is provided

Full Planning & Coordination Package



This package is perfect for *busy* couples and individuals, students, *out-of-towners*, or those who want assistance with handling the final event details. We'll take care of everything to ensure that everything goes according to plan, allowing you to enjoy the journey leading up to your event.

LET'S WORK TOGETHER

**YOUR INVESTMENT
STARTS AT \$2,850**

WHAT YOU'LL GET:

- ✓ A Dedicated Certified Event Coordinator to help you plan your event
- ✓ Online access to manage your budget, checklist, design space, guest list, vendor contacts, timelines, and everything else related to your event
- ✓ Budget Preparation, Allocation, and Tracking
- ✓ Venue & Vendor Recommendations*
- ✓ Site Visits and Vendor Meetings
- ✓ Communication with vendors on your behalf
- ✓ RSVP Management & Floor Plan Designs
- ✓ Theme Recommendations & Suggestions
- ✓ Timeline, Emergency List, and Day-of Itinerary
- ✓ Supervision and Direction of Wedding Rehearsal, Ceremony & Reception set up

*Research for up to six prospective venues and up to three prospective vendors for each Vendor Category

Partial Planning & Coordination Package

WHAT YOU'LL GET:

- ✓ A Dedicated Certified Event Coordinator to help you plan your event
- ✓ Online access to manage your budget, checklist, design space, guest list, vendor contacts, timelines, and everything else related to your event
- ✓ Budget Preparation, Allocation, and Tracking
- ✓ Venue & Vendor Recommendations*
- ✓ Site Visits and Vendor Meetings*
- ✓ Communication with vendors on your behalf*
- ✓ RSVP Management & Floor Plan Designs
- ✓ Theme Recommendations & Suggestions
- ✓ Timeline, Emergency List, and Day-of Itinerary*
- ✓ Supervision and Direction of Wedding Rehearsal, Ceremony & Reception set up

**Limited number of vendors*



This package is designed for couples and individuals who have already hired some vendors for their wedding and need assistance in securing additional vendors to complete their wedding arrangements.

This package is similar to the Full Planning and Coordination Package, but we join the planning process at a later point.

LET'S WORK TOGETHER

**YOUR INVESTMENT
STARTS AT \$2,350**

Day-of-Coordination Package

Our Day-of Coordination Package is perfect for clients who have already booked all their vendors but need assistance in ensuring everything runs smoothly on the day of their event. We will collaborate with you to create a detailed timeline and gather all the necessary vendor and emergency contact information. We can also provide guidance for the rehearsal dinner and oversee the ceremony rehearsal, as well as supervise and direct the ceremony and reception on the big day."

LET'S WORK TOGETHER



WHAT YOU'LL GET:

- ✓ A Dedicated Certified Event Coordinator to help you coordinate your event
- ✓ Timeline, Emergency List, and Day-of Itinerary
- ✓ Supervision and Direction of Wedding Rehearsal, Ceremony & Reception set up
- ✓ Making sure all vendors are showing up on time and directing them where to go
- ✓ On-site inspection and walk-through of the selected wedding venue
- ✓ Use of Emergency Kit

**YOUR INVESTMENT
STARTS AT \$1,550**

Destination Planning & Coordination Package



This package is perfect for couples or individuals who want to host a unique and memorable event abroad or out-of-town with their guests. Whether you're looking to include a *different culture* in your event with *different cuisine*, music, and customs, or simply want to spend more time with your family and friends and possibly combine your honeymoon as well, we'll help you plan and coordinate every aspect of your destination event.

WHAT YOU'LL GET:

- ✓ A Dedicated Certified Destination Event Coordinator to help you plan your event
- ✓ Online access to manage your budget, checklist, design space, guest list, vendor contacts, timelines, and everything else related to your event
- ✓ Budget Preparation, Allocation, and Tracking
- ✓ Venue & Vendor Recommendations*
- ✓ Communication with vendors on your behalf
- ✓ RSVP Management & Floor Plan Designs
- ✓ Theme Recommendations & Suggestions
- ✓ Timeline, Emergency List, and Day-of Itinerary
- ✓ Supervision and Direction of Wedding Rehearsal, Ceremony & Reception set up

*Research for up to three prospective venues and up to three prospective vendors for each Vendor Category

LET'S WORK TOGETHER

**YOUR INVESTMENT
STARTS AT \$3,550**

What's the best package for you?



	Full Planning & Coordination	Partial Planning & Coordination	Day of Coordination	Destination Planning & Coordination
Dedicated Certified Event Coordinator	✓	✓	✓	✓
Private Online Access to Event Profile	✓	✓	✓	✓
Timeline, Emergency List, and Day-of Itinerary	✓	✓	✓	✓
Ceremony Rehearsal	✓	✓	✓	✓
Day-of coordination and direction	✓	✓	✓	✓
Budget Preparation, Allocation, & Tracking	✓	✓		✓
Venue & Vendor Recommendations*	✓	✓ <small>*limited number</small>		✓
RSVP Management & Floor Plan Designs	✓	✓		✓
Communication with vendors on your behalf	✓	✓ <small>*limited number</small>		✓
Theme Development	✓	✓		✓
Site Visits and Vendor Meetings*	✓	✓ <small>*limited number</small>		✓
	Starts at \$2,850	Starts at \$2,350	Starts at \$1,550	Starts at \$3,550



Additional Services



VENDOR REFERRAL

This package is designed for clients who have already secured most of their vendors but need assistance finding the final few.

\$350
*per
vendor*

RSVP MANAGEMENT

We can manage all your RSVPs for you!

\$350

SEATING CHART

We can provide you with a clear seating plan to identify guests with meal restrictions or food allergies.

\$250

HOURLY FEE

This can include set up or tear down, searching and securing rehearsal dinner venues, welcome get-togethers, group excursions, etc.

\$100

Testimonials

Brooke and Rob - October 2022

We wanted to take a moment to sincerely thank you for everything you have done leading up to our wedding and on our wedding day. It truly could not have gone more perfect, and we are extremely grateful and appreciative of your hard work, time and dedication to ensure it was everything we have imagined. We wanted our guests to know about the work you dedicated to our wedding to ensure we were kept happy, and also helped in keeping the stress levels to a minimum. We are nothing but truthful when we say you really made this experience an easy one, but ultimately, an amazing one, and we can't thank you enough.

Sabrina and Bradley - October 2022

Dear Karine, Thank you so much for being a part of our wedding day! We loved working with you to bring our dream day to life! You rock! We appreciate everything that you have done to help create unforgettable memories! Thank you!

Tara & Ryan - September 2022

Hi Karine, I just want to say thank you so much for executing the most perfect day for us! Every decision we made turned out to be the most perfect decision - thank you so much

Testimonials

Christine and Norm - August 2022

Hello Karine, We truly want to thank all of you for making our wedding a beautiful spectacle. Things went just like we hoped they would, for the most part, and we had the special day that we had hoped for. We appreciate everything that you all did to make this day so beautiful for us and our guests. The venue was great, the staff was great, and The food was awesome. Karine, you were amazing. We are so grateful to you for how lovely you were leading up to the big day and during the event

Cyriac and Tatjana - July 2022

Hi Karine, We wanted to thank you for the fantastic job done for our wedding. The experience, set-up and weather were amazing and definitely created lasting memories. The stay overnight was great as well

Gera and Vito - June 2022

Hi Karine, Thank you kindly for everything that you did for us that made the wedding day so beautiful. Gera and I are very happy with the service we received and all the attention to detail that you were executing for us before and during our wedding day. We look forward to seeing you again soon thanks again.

FAQ'S

Do you charge for an initial meeting?

The initial meeting is complimentary. The purpose of this meeting is to go over our services in detail, it will give you the opportunity to ask any questions related to our process and confirm what is/isn't included in our packages.

How will you keep all of our information organized? Do you provide checklists for each month leading up to the wedding?

We will give you online access to your wedding profile. You will be able to see your vendor list, manage your budget, guest list, have a design space where we can both share inspirations, RSVP Management, dietary restrictions, and have access to a monthly checklist, with assigned tasks (for bride/groom/wedding planner/maid of honor/etc) which you can give access to your closest ones.

Do you offer wedding rehearsal services?

We supervise wedding rehearsal as part of any package you choose. Even if you have your own officiant, we can attend the rehearsal and direct the bridal party when it's time for them to walk down the aisle.

After going over the ceremony rehearsal, we will go over the wedding day timeline with everyone involved and make sure every person assigned with responsibilities knows what to do or when to do it.

Do you plan weddings anywhere?

As a certified wedding coordinator from The Wedding Planners Institute of Canada, we have access to a network of other certified members worldwide which is a great advantage to getting the best advice and recommendations from our local connections. Additionally, we regularly do site visits and have meetings with new vendors locally or internationally to increase the number and type of vendors to better match our couples' needs.

Let's Get Started

Send us an email at info@champagneandmacarons.com
to book your complimentary call today!



Find us on Social Media

[SCHEDULE A CALL](#)

@champagne_and_macarons



[LEARN MORE](#)

info@champagneandmacarons.com
www.champagneandmacarons.com

*Thank you for considering
Champagne and Macarons Events*