



Event / Wedding PLANNING

活動 / 婚禮策劃

服務包括

活動 / 婚禮策劃

從構思到執行，並負責管理所有後勤安排、供應商協調及各項細節，與客戶緊密合作，確保活動順利進行。

服務內容

活動構思與規劃：

根據客戶需求，量身定制合適方案，從主題設計到整體風格規劃，確保每一個元素都與期望契合。

供應商與後勤管理：

我們負責協調與管理所有供應商，從場地、餐飲、娛樂、佈置等，確保每項服務都達到最高標準。

現場協調與執行：

我們提供現場全程協調與執行，確保每一項安排都能順利完成，讓您無需擔心任何細節。

預算控制與報告：

我們根據您的預算制定詳細的方案，確保在預算範圍內提供最佳質量的服務，並提供透明的費用報告。

基本費用說明：

現場服務 - 現場統籌服務2小時，\$500

準備工作 - 包含策劃與前期準備約3小時，\$300

註：費用總額視乎所需工作人手及活動工作量



Service Includes

Event / Wedding Planning

From concept to execution, we are responsible for managing all logistics, vendor coordination, and details. We work closely with the client to ensure the event runs smoothly.

Service Detail

Event Concept and Planning:

We tailor the perfect plan based on the client's needs, from theme design to overall planning, ensuring that every element aligns with your expectations.

Vendor and Logistics Management:

We are responsible for coordinating and managing all vendors, from the venue, catering, entertainment, to decoration, ensuring each service meets the highest standards.

On-Site Coordination and Execution:

We provide full on-site coordination and execution, ensuring that each arrangement is smoothly carried out, so you don't have to worry about any details.

Budget Control and Reporting:

We create a detailed plan based on your budget, ensuring the best quality service within the budget, and providing transparent cost reports.

Basic Fee Details:

On-Site Service - On-site coordination for 2 hours: \$500

Preparation Work - Includes planning and pre-event preparation for approximately 3 hours: \$300

Note: The total cost may vary depending on the required manpower and event workload.

