



*Services Information*



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# Introduction

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WELL HELLO AND WELCOME TO R&R WEDDINGS AND EVENTS.  
MY NAME IS REBECCA AND I RUN THIS SHOW.  
HERE AT R&R I OFFER THE FOLLOWING 3 SERVICES.

- » **DESIGN**
- » **STYLING**
- » **PLANNING**

A LITTLE OTT?...NOT FOR ME.  
I WANT TO GIVE COUPLES THE OPPORTUNITY TO HAVE A WEDDING  
THAT IS CREATIVE FROM START TO FINISH. ONE THAT MATCHES  
THROUGHOUT AND MOST IMPORTANTLY IS ALL ABOUT YOU!

FROM STATIONERY DESIGN, I CAN USE THAT SAME LOOK TO STYLE  
YOUR VENUE. I ENJOY CREATING SOMETHING A LITTLE DIFFERENT.  
SO YOU PROBABLY WON'T SEE ME AT YOUR AVERAGE WEDDING FAIR.

I HAVE WORKED WITH SOME SERIOUSLY AWESOME SUPPLIERS.  
I HAVE THE KNOWLEDGE AND EXPERIENCE IN THE INDUSTRY TO  
GUIDE AND HELP YOU ALL THE WAY!  
WITH A DEGREE IN GRAPHIC DESIGN, AN EVENT DECOR AND  
WEDDING PLANNING QUALIFICATION, AND BEING MENTORED BY THE  
INCREDIBLE PINK PALMS, I REALLY DO ENJOY WHAT I DO.  
BUT MOSTLY, I ENJOY MEETING AND LEARNING FROM EACH COUPLE.  
MAKING IT A FUN AND ENJOYABLE EXPERIENCE.

WITHIN THIS DOCUMENT, YOU WILL GET THE LOW DOWN  
ON WHAT IS INCLUDED IN ALL MY SERVICES  
AND A GUIDE ON PRICING.

REMEMBER IT'S ALL ABOUT CREATING YOUR DAY...YOUR WAY!

SO ENJOY! AND IF YOU REQUIRE ANY FURTHER INFO,  
JUST GIVE ME A SHOUT.

PEACE OUT  
REBECCA



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# Working with me

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THE PROCESS OF WORKING WITH ME IS VERY SIMPLE.  
IT'S REALLY ABOUT GETTING TO KNOW YOU GUYS!  
IF YOU HAVEN'T ALREADY NOTICED, I MAKE YOUR DAY... YOUR DAY!  
I WORK WITH YOUR VISION TO CREATE DESIGNS  
AND STYLING BESPOKE TO YOU.

THE PROCESS WORKS LIKE THIS...

- » YOU LIKE ME AND GIVE ME A BUZZ OR EMAIL.  
...THANK YOU.
- » FREE CONSULTATION WHERE WE DISCUSS PACKAGES,  
QUOTES, PINTEREST BOARDS AND YOUR IDEAS.
- » YOU BOOK ME.  
....YAY!!!
- » I SEND YOU MY COUPLES QUIZ SHEET.
- » WE VISIT YOUR VENUE TOGETHER.  
\*IF BOOKING STYLING OR PLANNING PACKAGES.
- » YOU COMPLETE A MOODBOARD.
- » I ANALYSE THIS, PUT MY DESIGN HEAD ON TO HELP VISUALISE  
WHAT WORKS AND WHAT MIGHT NOT WORK. WE WORK TOGETHER TO  
THEN CREATE A COMPLETE MOODBOARD OF YOUR IDEAL WEDDING!
- » ONCE THE MOODBOARD IS SET IN STONE. WE USE THIS FOR ALL  
THINGS TO DO WITH YOUR STATIONERY, DECOR, STYLING AND  
EVERYTHING ELSE THAT COMPLETES YOUR WEDDING DAY!
- » ONCE ALL IS FINALISED, WE GET BOOKING WITH SUPPLIERS  
AND START DESIGNING...SMILEY FACE.

WHEN BOOKING WITH ME, TO SECURE YOUR DATE A 50 PER CENT DESPOSIT IS REQUIRED.

PLEASE NOTE THAT THE DESIGN PROCESS WILL DIFFER.  
THE IDEA OF GETTING TO KNOW YOU AND WHAT YOU LIKE IS THE SAME, SO WE CAN MAKE  
SURE WE DESIGN STATIONERY TRUE TO YOUR FINAL STYLED WEDDING.

ON ALL SERVICES STATED, THE PRICING IS FOR GUIDE PURPOSES ONLY.  
IF YOU REQUIRE MORE OR LESS OF A PACKAGE, I WILL QUOTE BASED ON YOUR NEEDS.

R&R WORKS USING COLOUR PSYCHOLOGY TO FIND OUT YOUR SEASON PERSONALITY  
WHICH WILL HELP ME IDENTIFY WHAT STYLING FITS YOU BEST.



# Design

MY DESIGN SERVICE IS ALL ABOUT CREATING UNIQUE PIECES TO MATCH YOUR NEEDS AND STYLE. ALL DESIGNS ARE BESPOKE MADE TO EACH COUPLE I MEET, FILLED WITH MY LOVE OF TYPOGRAPHY AND COLOUR. THERE ALSO MIGHT BE A HINT OF SOME TONGUE-IN-CHEEK QUOTES IN TOO...

I LOVE DESIGN THAT BURSTS WITH CREATIVITY AND SETS THE TONE FOR THE EVENT. REMEMBER, THIS IS THE FIRST THING YOUR GUESTS WILL SEE. SO WHY NOT GO ALL OUT!

PLEASE SEE BELOW A FULL LIST OF DESIGN ITEMS I OFFER.

- » **SAVE THE DATES**
- » **INVITES**
- » **TABLE PLANS**
- » **TABLE NUMBERS**
- » **PLACE CARDS**
- » **SIGNAGE**
- » **MENUS**
- » **ORDER OF THE DAY**
- » **ORDER OF SERVICE**

CAN'T SEE WHAT YOU'RE LOOKING FOR? NOT TO WORRY, JUST MESSAGE ME WHAT YOU WOULD LIKE AND I'M ALWAYS ON BOARD TO CREATE SOMETHING DIFFERENT.

DUE TO THE NATURE OF CREATING BESPOKE DESIGNS, I QUOTE ON AN HOURLY BASIS.

DESIGN TIME : 30 POUNDS PER HOUR  
COLLATION TIME : 10 POUNDS PER HOUR  
PRINTING : VARIES DEPENDING ON REQUIREMENTS  
MATERIALS : VARIES DEPENDING ON REQUIREMENTS  
DELIVERY : FIRST CLASS POSTAGE, VARIES DEPENDING ON SIZE AND WEIGHT OF PACKAGES.

\*MY DESIGNS ARE BESPOKE TO EACH COUPLE SO DEPENDING ON THE DURATION OF THE DESIGN, QUOTES ARE BASED ON AN HOURLY RATE. TERMS AND CONDITIONS APPLY.





# Styling

WHETHER I HELPED WITH YOUR DESIGN ITEMS OR YOUR'E COMING TO ME FOR THE FIRST TIME, I WORK WITH YOU AS A COUPLE TO GET THE COMPLETE PICTURE OF WHAT WEDDING STYLING YOU WANT.

WE REALLY WANT THIS DAY TO REFLECT THE MOST IMPORTANT PEEPS IN THE ROOM ...AND YEP YOU GUESSED IT, THAT'S YOU!!

BELOW IS AN OUTLINE OF THE PACKAGES I OFFER. PLEASE NOTE THAT NO PACKAGE IS SET IN STONE. IF YOU REQUIRE MORE OF LESS HELP FROM ME, I CAN QUOTE BESPOKE TO YOUR NEEDS.

» **THE SET UP PACKAGE : FROM 250 POUNDS**  
FOR COUPLES WHO HAVE ALL THE PROPS AND STYLING ITEMS BUT DONT WANT THE STRESS OF SETTING UP THE VENUE BEFORE THE BIG DAY.

CONSULTATION MEETING  
ONE VENUE VISIT  
CREATE LAYOUT PLAN  
COLLECTION OF PROPS FROM YOU  
SET UP PROPS AND TABLE SEATING PLANS  
HELP CLEAR UP  
INCLUDES CEREMONY AND RECEPTION SET UP

» **THE FULL WHAMMY PACKAGE : FROM 2000 POUNDS**  
START TO FINISH STYLING SERVICE FOR YOU.  
FOR COUPLES WHO NEED ALL PROPS AND STYLING DESIGNED AND SOURCED.

CONSULTATION MEETING  
UNLIMITED VENUE VISITS  
MOODBOARDS AND DESIGN MEETINGS  
SUPPLIER RECOMMENDATIONS  
BOOKING SUPPLIERS  
DETAILED DESIGN PLAN OF STYLING  
CREATE LAYOUT PLAN  
CREATE MOCK UPS FOR APPROVAL  
DESIGN STATIONERY : IF NEEDED  
SET UP CEREMONY AND RECEPTION ROOM  
TAKE DOWN CEREMONY AND RECEPTION ROOM

» **HIRE**  
I HAVE A SMALL COLLECTION OF PROPS, WHICH ARE AVAILABLE TO HIRE FOR FREE FOR COUPLES BOOKING A PACKAGE WITH ME.

IF HIRING FROM ANOTHER SUPPLIER, THIS WILL BE MANAGED BY ME, BUT ALL CONTRACTS AND COSTS WILL BE THE RESPONSIBILITY BETWEEN THE CLIENT AND THE SUPPLIER.

SEE SEPARATE HIRE DOCUMENT FOR MORE INFO.  
TERMS AND CONDITIONS APPLY.

# Planning

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WE ALL WANNA HAVE A GOOD TIME LEADING UP TO THE BIG DAY, SO IF YOU JUST REQUIRE A LITTLE HELPING HAND OR YOU THINK...SCREW THIS I AIN'T GOT TIME FOR THIS SHIZZ! THEN I'M HERE TO GUIDE AND SUPPORT.

BELOW OUTLINES THE 3 PACKAGES I OFFER.

» **THE HELPER PACKAGE : FROM 250 POUNDS**

THE PACKAGE THAT KICK-STARTS YOUR WEDDING PLANNING. I OFFER THE BELOW WHICH WILL HELP YOU GET LOOKING AND BOOKING

- : CONSULTATION MEETING
- : SUPPLIER RECOMMENDATIONS
- : VENUE RECOMMENDATIONS
- : ONE YEAR WEDDING PLANNING GUIDE
- : BUDGET PLANNING GUIDE
- : WEDDING ITINERARY GUIDE
- : FOLLOW UP CALLS TO CHECK IN

» **THE ASSISTANT PACKAGE : FROM 500 POUNDS**

DON'T WANT TO DO ALL THE RUNNING AROUND, IN THE LAST COUPLE OF MONTHS OF YOUR WEDDING? THEN I'M HERE TO ASSIST AND GET THOSE FINAL DETAILS TICKED OFF AND READY TO PARTY!

- : CONSULTATION MEETING\*\*
- : CREATE A DETAILED ITINERARY OF THE WEDDING DAY
- : CONTACT SUPPLIERS AND VENUE TO CHECK EVERYTHING IS ON TRACK
- : SUPPLY ITINERARY TO SUPPLIERS PRIOR TO WEDDING DAY
- : DISCUSS LAST PAYMENT SCHEDULES WITH YOU AND YOUR SUPPLIERS
- : IRON OUT ANY LAST DETAILS
- : HELP MANAGE ANY LAST MINUTE GUEST TASKS
- : ON THE DAY COORDINATION

» **THE WHOLE HOG PACKAGE FROM 2900 POUNDS**

BASICALLY EVERYTHING AND ANYTHING YOU NEED TO HELP PLAN YOUR WEDDING.

- : CONSULTATION MEETING
- : MOOD BOARD OF IDEAS, STYLES AND THEMES
- : VENUE RECOMMENDATIONS
- : SUPPLIER RECOMMENDATIONS
- : ESTIMATED BUDGET BREAK DOWN
- : BOOK SUPPLIERS AND VENUES\*\*
- : BE MAIN CONTACT FOR SUPPLIERS BUT ALWAYS KEEPING YOU GUYS IN THE LOOP \*DECISIONS ARE ALWAYS MADE BY YOU GUYS\*
- : ATTEND MEETINGS WITH YOU AND YOUR SUPPLIERS
- : ASSIST WITH GUESTLISTS AND RSVPS
- : CREATE SCHEDULES AND AN ITINERARY
- : ASSIST ON ANY DESIGN ELEMENTS THAT MAY NEED DOING
- : ON THE DAY COORDINATION
- : AFTER WEDDING ADMIN





SHIT  
JUST  
GOT  
REAL

# Terms

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## DESIGN TERMS AND CONDITIONS

### 1. QUOTING

- 1.1: Based on estimated design time. 3 rounds of amends are included within the quote. Any additional time will be an added cost.
- 1.2: Quoted based on suitable printing requirements. If samples are required please request this at time of booking.. Some samples may be an additional cost.
- 1.3: Quotes are valid for 30 days from date on the quote letter.

### 2. DEPOSITS

- 2.1: A 50% deposit is required to secure the design time.
- 2.2: Deposit is non-refundable if order is cancelled.

### 3. TIMINGS

- 3.1: Allow up to 4 weeks for designs to be completed.
- 3.2: Timings on designs may vary depending on how quickly proofs are approved.
- 3.3: Once designs are approved, R&R will aim to dispatch your order within 2 weeks.
- 3.4: Despatch times may vary depending on what print finishes and collation is required.
- 3.5: R&R will make sure the client is up to date on all timings.

### 4. PROOFS

- 4.1: The client is responsible for all text and information required on the stationery.
- 4.2: R&R can supply a wording template if required. Text supplied back is the responsibly of the client.
- 4.3: Proofs will be sent via email.
- 4.4: Amends will only be expected via email.
- 4.5: Spelling and grammar is the responsibly of the client.

### 5. FINAL SIGN OFF

- 5.1: Final sign off must be approved by the client and only expected via email.
- 5.2: Once final sign off has been completed, the remaining balance is due.
- 5.3: No printing or materials will be ordered until final payment has been made.
- 5.4: Once sent to print, R&R are unable to amend the order. No refund will be made if a mistake has been located once sent to print.

### 6. PAYMENTS

- 6.1: Payments to be paid through BACS transfer.
- 6.2: Bank information will be detailed on the invoices.
- 6.3: When making payments please note the following on your payment reference:  
Deposits payments - Invoice ref and the word deposit  
Invoice payments - Invoice ref and the word final.

### 7. CANCELLATIONS

- 7.1: If the order is cancelled after R&R have started designing, the 50% deposit payment is non refundable
- 7.2: If the designs have been sent to print, no refund will be offered.

### 8. DELIVERIES

- 8.1: Correct address details must be provided by the client.
- 8.2: R&R uses Royal Mail special tracking service or DPD.
- 8.3: Tracking information will be provided when items have been dlspatched.
- 8.4: It is the clients responsibly to track the item on

the couriers tracking service.

8.5: Once the package has been dispatched, the responsibility of the package will be down to the courier.

8.6: If the client has any issues with the delivery, they must contact R&R within 24 hours of receipt of delivery. Any time after this could effect the investigation of the issue raised.

## STYLING AND PLANNING TERMS AND CONDITIONS

### 1. QUOTING

- 1.1: Based on packages provided. Amended if client requires more or less of a package.
- 1.2: Quotes are based on hourly rates. If additional time has been given, an additional charge will be added to the invoice.
- 1.3: Quotes are valid for 30 days from date on the quote letter.
- 1.4: Travel time will be quoted 50p per mile.

### 2. DEPOSITS

- 2.1: A 50% deposit is required to secure the booking. If payment is not made you may lose your slot.
- 2.2: Deposit is non-refundable if order is cancelled.

### 3. PAYMENTS

- 3.1: Payments to be paid through BACS transfer.
- 3.2: Bank information will be detailed on the invoices.
- 3.3: When making payments please note the following on your payment reference:  
Deposits payments - Invoice ref and the word deposit  
Invoice payments - Invoice ref and the word final.
- 3.4: Final payment is due 4 weeks before your wedding date. Payment schedules can be made if required.

### 4. WORKING WITH SUPPLIERS

- 4.1: For packages that require R&R to book suppliers.
- 4.2: Management of suppliers will be dealt with R&R. Client will have final say on decor/styling details.
- 4.3: Contracts from the suppliers will be put into the clients name.
- 4.4: Payments to suppliers will be the responsibility of the client.
- 4.5: R&R take not responsibility for late/non payments.
- 4.6: Payment schedules will be discussed between you and the supplier. R&R will manage timings of when payments are due.

### 5. DAMAGES

- 5.1: R&R accepts no responsibility of any damage goods created by the client or their guests.

### 6. CANCELLATIONS

- 6.1: if the order is cancelled a month before your wedding date, the 50% deposit payment is non-refundable. if the order is cancelled within a month of your wedding date no refund will be made.

## HIRE TERMS

### 1. BOOKING

- 1.1: You can only hire out items if you booked onto one of the packages.

### 2. HIRE TIMES

- 2.1.: Hire from the day before your wedding to the day after your wedding.
- 2.2: Hire slots may vary depending on availability.

- 2.3: Collection times and drop off times must be agreed. If late, an additional charge will be added.

### 3. HIRE COSTS

- 3.1: No cost to hire but delivery and any damage costs will be extra.

### 4. DELIVERIES

- 4.1: If you require me to deliver. Delivery costs are based per mile. This will be stated on your quote.
- 4.2: Delivery times to be confirmed with the client. These can be made to you or your venue.
- 4.3: Timings are the responsibility of the client so please allow extra time to be added.– e.g. weather / traffic. Delivery timings can be scheduled, but are not guaranteed.
- 4.4: Goods should be held safely.
- 4.5: A delivery note will be provided. Please use this as a checklist when providing the items back to R&R.
- 4.6: It is the clients responsibility to package up the items in their original packaging.

### 5. COLLECTIONS AND RETURNS

- 5.1: Collections and returns made by the client will be free of charge.
- 5.2: Once the goods are collected they become the clients responsibility until the point they are delivered back to R&R.
- 5.3: Delivery notes/checklist to be signed by the client on collection and then checked with R&R when returned.
- 5.4: If any items are missing, an additional charge will be sent to you.

### 6. DAMAGES/OR LOSS

- 6.1: If any damage / loss occurs, the cost of the replacement will be charged to the client.
- 6.2: Goods should be kept in a safe and dry location. Once you have received the items, they are your responsibility.
- 6.3: R&R accept no responsibility for any damage or injury caused to any venue, property or persons during the hire period.

### 7. OTHER DETAILS

- 7.1: Items are the responsibility of the client until they are returned.
- 7.2: Props are for indoors use only.
- 7.3: All props are cleaned down prior to collection or return to me. Food & drink debris must be removed from any glassware and table ware before re-packaging for collection.
- 7.4: R&R cannot take responsibility or liability for any injuries or damages during the hire period.
- 7.5: Hire items may contain flammable elements, it is your responsibility to use the items in a safe manner, such as keeping them away from heat sources where damage or even fire could occur.

Trained in wedding design with...



Featured on...



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**PHOTOGRAPHY CREDITS TO  
ANNA DUNLEAVY  
WEDDINGS BY FOYETOGRAPHY**

*Thanks for the interest  
You Rock!*