



ARDEN HOUSE

— EVENTS —





ARDEN HOUSE EVENTS PACKAGES 2026/2027

CONGRATULATIONS ON YOUR ENGAGEMENT! WE ARE HONOURED YOU ARE
CONSIDERING US FOR YOUR SPECIAL DAY.

YOUR WEDDING DAY WILL BE ONE OF THE MOST MEMORABLE DAYS OF YOUR
LIFE - BUT IT CAN ALSO BE DAUNTING. AT ARDEN HOUSE, WE PROVIDE
COORDINATION SERVICES TO ENSURE YOUR EVENT RUNS SMOOTHLY AND
YOU GET TO BE FULLY PRESENT ON YOUR BIG DAY. WHETHER YOU NEED
SOMEONE TO HELP WITH FINISHING TOUCHES, SOMEONE TO GET YOU DOWN
THE AISLE AND HIT THE BIG MOMENTS, OR SOMEONE TO CAREFULLY
OVERSEE EVERY DETAIL, WE'RE HERE TO MAKE THE EXPERIENCE STRESS-FREE
AND ENSURE YOU GET TO SPEND THE DAY FOCUSED ON WHAT MATTERS
MOST.



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OUR SERVICES

WEDDING SET-UP

BEGINNING AT \$650

PERFECT FOR COUPLES WHO HAVE PLANNED EVERY DETAIL AND SIMPLY NEED EXPERIENCED HANDS TO BRING EVERYTHING TOGETHER BEFORE GUESTS ARRIVE.

OUR WEDDING SET-UP SERVICE ALLOWS YOU TO HAND OVER THE LOGISTICS WHILE KNOWING EVERY ELEMENT OF YOUR VISION WILL BE EXECUTED WITH CARE AND PRECISION.

INCLUDES:

- PRE-EVENT CONSULTATION TO REVIEW SETUP INSTRUCTIONS
- VENUE WALKTHROUGH (WHEN APPLICABLE)
- COMPLETE DÉCOR INSTALLATION
- TABLE STYLING AND PLACE SETTINGS
- CEREMONY SETUP AND STYLING
- WELCOME TABLE AND GUESTBOOK ARRANGEMENT
- SIGNAGE PLACEMENT
- GIFT AND CARD TABLE SETUP
- VENDOR ARRIVAL COORDINATION DURING SETUP
- PLACEMENT OF PERSONAL DÉCOR ITEMS
- FINAL QUALITY CHECK AND WALKTHROUGH BEFORE GUEST ARRIVAL



IDEAL FOR COUPLES WHO HAVE A VENUE COORDINATOR BUT REQUIRE SOMEONE DEDICATED SOLELY TO EXECUTING THEIR DÉCOR AND DESIGN.

HALF DAY COORDINATION

BEGINNING AT \$1295

DESIGNED FOR SMALLER CELEBRATIONS OR COUPLES WHO NEED PROFESSIONAL SUPPORT DURING THE MOST IMPORTANT PORTIONS OF THE DAY.

FROM THE FINAL PREPARATIONS THROUGH THE CEREMONY AND INTO THE EARLY RECEPTION, WE'LL MANAGE THE LOGISTICS SO YOUR FAMILY AND FRIENDS CAN SIMPLY CELEBRATE ALONGSIDE YOU.



INCLUDES:

- INITIAL PLANNING CONSULTATION
- TIMELINE REVIEW AND REFINEMENT
- VENDOR COMMUNICATION LEADING UP TO THE WEDDING
- CONFIRMATION OF FINAL LOGISTICS
- LEAD COORDINATOR ON-SITE
- CEREMONY COORDINATION
- MANAGEMENT OF THE WEDDING PARTY PROCESSIONAL
- CUEING MUSICIANS AND OFFICIANT
- GUEST GUIDANCE
- RECEPTION TRANSITION MANAGEMENT
- COORDINATION OF SPEECHES, CAKE CUTTING, FIRST DANCE AND KEY MOMENTS
- TROUBLESHOOTING THROUGHOUT COVERAGE

THIS PACKAGE IS PERFECT FOR COUPLES WHO WANTED A DEDICATED PROFESSIONAL TO HANDLE THE IMPORTANT DETAILS ON THE DAY AND KEEP THE DAY FLOWING UNTIL IT'S TIME TO PARTY.

FULL DAY COORDINATION

BEGINNING AT \$2995

OUR FULL-DAY COORDINATION SERVICE PROVIDES COMPREHENSIVE MANAGEMENT FROM THE FIRST VENDOR ARRIVAL UNTIL THE EVENING IS WELL UNDERWAY.

WE'LL OVERSEE EVERY MOVING PIECE OF YOUR WEDDING SO YOU, YOUR FAMILIES, AND YOUR WEDDING PARTY CAN FOCUS ENTIRELY ON CELEBRATING.

INCLUDES:

- EVERYTHING IN HALF-DAY COORDINATION, PLUS:
- COMPREHENSIVE PLANNING CONSULTATION
- CUSTOM WEDDING DAY TIMELINE CREATION
- VENDOR CONFIRMATIONS AND SCHEDULING
- DISTRIBUTION OF TIMELINE TO ALL VENDORS
- FULL-DAY LEAD COORDINATOR
- COMPLETE VENDOR MANAGEMENT THROUGHOUT THE DAY
- CEREMONY REHEARSAL
- RECEPTION FLOW MANAGEMENT
- COORDINATION OF ENTERTAINMENT AND SPEECHES
- POINT OF CONTACT FOR ALL VENDORS AND GUESTS
- COLLECTION AND ORGANIZATION OF PERSONAL DÉCOR AT THE CONCLUSION OF THE EVENING (WHERE APPLICABLE)





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MONTH OF COORDINATION

BEGINNING AT \$4295

OUR SIGNATURE SERVICE AND THE PERFECT BALANCE FOR COUPLES WHO HAVE ENJOYED PLANNING THEIR WEDDING BUT WANT A PROFESSIONAL TO TAKE OVER BEFORE THE BIG DAY. APPROXIMATELY FOUR WEEKS BEFORE YOUR WEDDING, WE'LL STEP IN TO ORGANIZE EVERY FINAL DETAIL, COMMUNICATE WITH YOUR VENDORS, REFINE YOUR TIMELINE, AND ENSURE NOTHING HAS BEEN OVERLOOKED.

YOU'LL FINALLY BE ABLE TO STOP PLANNING—AND SIMPLY LOOK FORWARD TO GETTING MARRIED.

INCLUDES:

- EVERYTHING IN FULL-DAY COORDINATION, PLUS:
- COMPREHENSIVE PLANNING CONSULTATION
- UNLIMITED EMAIL COMMUNICATION DURING THE FINAL MONTH
- COMPLETE REVIEW OF ALL VENDOR CONTRACTS
- FINAL VENUE WALKTHROUGH
- DEVELOPMENT OF A DETAILED MASTER WEDDING TIMELINE
- VENDOR CONFIRMATIONS AND FINAL LOGISTICS
- FLOOR PLAN REVIEW
- WEDDING PARTY ITINERARY
- CEREMONY REHEARSAL COORDINATION
- FINAL CHECKLIST REVIEW
- FULL WEDDING DAY MANAGEMENT
- POST-EVENT COORDINATION WITH VENDORS AS REQUIRED

