

TARIFF 2024



ANDRÉE'EVENT

Organisation de mariage

ABOUT

Within this document that we are submitting to you, you will discover key elements that address your inquiries about our services dedicated to event organization.

We are looking forward to accompanying you with enthusiasm on this adventure and guiding you throughout this process to make your event truly exceptional!

At Andrée Event, we believe in the magic of every moment, and it is with dedication and creativity that we are committed to turning your dreams of exceptional events into a memorable reality.

It's much more than an event planning agency.

This is a passionate team with exceptional expertise in creating and coordinating custom events.

Based in Burgundy, we are proud to serve a diverse clientele with personalized service.

Our Approach: At Andrée Event, every event is unique. Before any cost estimate, we make it a point to understand your aspirations, preferences, and ideas, in order to design tailor-made experiences that reflect your style and captivate your guests.

Andrée'event





COMPLETE ORGANIZATION



THE SERVICE: ORGANIZATION FOR 1 DAY

- Private access to the secure wedding management platform with access code
- Definition of the overall event budget according to your specifications
- Proposals for venues and visits with the future spouses
- Technical visit to the venue if necessary
- Proposals and selections of non-imposed service providers (9 service providers) Monitoring of all administrative procedures (insurance, administrative declaration checks)
- Technical meetings with service providers
- Logistics management Follow-up with service providers (reminders, confirmations)
- Decoration and layout advice, themes
- Proposal of a simple mood board Establishment of a preparation schedule
- Regular phone appointments for couple follow-up during opening hours
- Unlimited exchanges by email or on a dedicated WhatsApp group
- Establishment of a payment schedule with approved suppliers
- Monitoring of your advance payments to service providers, setting up payment reminders
- Regular follow-up with the couple on the project progress
- Organization of meetings between the future spouses and the main wedding service providers (Tasting caterer, cake designer, decorator, DJ, officiant...)
- Regular report on guest RSVPs from our platform
- Proposal of the general schedule before the wedding
- Sending the D-day schedule to service providers 15 days before
- Strategic location search for photo shoots in agreement with the photographer
- Sending a photo and video schedule to the photographer and videographer for overall event coverage
- Technical visit to the venue with service providers
- Verification and collection of service balances for payments on the D-day
- Contact with witnesses or the designated person for any planned surprises on the wedding day
- Coordination on the D-day
- Coordination team (For the different ceremony and reception venues: minimum 2 to 3 coordinators)
- Supervision of all reception service providers on the D-day from the arrival of the first provider until 1 am.
- Overtime possible.
- Welcome and orientation of guests during the event
- Management and planning of activities and/or speeches during the event
- Effective and discreet presence of our team throughout the event
- Mandatory liability insurance for event organizers
- Transportation included in the area



STARTING FROM 4500€



PARTIAL ORGANIZATION



ANDRÉE'EVENT - 3 PLACE LAMY 89140 PONT-SUR-YONNE - SIRET NUMBER: 839938487 CONTACT@ANDRÉE'EVENT.FR - 07 61 36 65 21

PARTIAL ORGANIZATION SERVICE FOR 1 DAY

Private access to secure wedding management platform with access code
Technical visit to the venue proposals and selections of missing providers not imposed (4 providers)
Monitoring of all administrative procedures (insurance, administrative declaration checks)
Technical meetings with providers Logistics management
Follow-up with providers (follow-ups, confirmations)
Decoration and layout advice, themes
Establishment of a preparation schedule
Regular phone appointments for couple follow-up according to your needs during opening hours
Unlimited exchanges by email or on a dedicated WhatsApp group
Monitoring of your advance payments to providers, setting up payment reminders
Regular follow-up with the couple on project progress
Limited organization meetings between future spouses and key wedding providers (Tasting caterer, cake design, decorator, DJ, officiant...)
Regular report on guest invitation responses from our platform
Proposal of the general schedule before the wedding
Sending the D-day schedule to providers on D-15
Search for strategic locations for photo shoots in agreement with the photographer,
Sending a photo and video schedule to the photographer and videographer for overall event coverage
Limited technical visit to the venue with providers
Verification and collection of service balances for payments on D-day
Contact with witnesses or the designated person for any planned surprises at the wedding
Coordination of D-day Coordination team (For the various ceremony locations + reception: 2 to 3 minimum coordinators)
Supervision of all reception providers on D-day from the arrival of the first provider until 1 am.
Possible overtime.
Welcome and orientation of guests during the event
Management and planning of activities and/or speeches during the event
Effective and discreet presence of our team throughout the event
Mandatory liability insurance for event organizers
Transportation included in the area



STARTING FROM 30000€



NOT INCLUDED: IN THE PACKAGES



Proposal of a detailed mood board +300 euros

Coordinating team the day before the wedding or on the day of the brunch (2 coordinators) starting at 7am +990 euros

Management of guest shuttles with the establishment of a schedule upon arrival and departure +650 euros

Accommodation management (setting up a listing) +650 euros

1 additional assistant wedding planner +690 euros

Management of guest responses + 350 euros

Proposal and monitoring of a service provider + 390 euros

Design support and decoration monitoring + 790 euros

DECORATION



WEDDING DESIGN SERVICE

Definition of the needs of the future newlyweds through a detailed specifications document
Definition of the overall budget for the scenography according to your specifications
Creation of your personalized project
Proposals and selections of non-imposed service providers (up to 5 providers)
Travel and phone calls for research and logistical operations
Proposal for decoration and layouts, themes and trends, accessories
Proposal of a detailed mood board and mock-up of your dining area
Advice on general organization, proposals for simplified decoration inspirations according to the chosen theme.
Regular phone appointments for couple follow-up according to your needs during opening hours Unlimited exchanges via email or on a dedicated WhatsApp group
Setting up a payment schedule with approved suppliers
Monitoring of your advance payments to providers, setting up payment reminders
Regular follow-up with the couple on the project progress
Proposal for table and ceremony layout 30 days before the wedding
Proposal for general space layout (ceremony, cocktail, and reception)
Technical visit to the venue
Decoration management (orders, reservations, storage, preparation...)
Decoration setup on the wedding day Installation team (For ceremony + reception: 3 to 4 coordinators)
Transportation included in the area.

STARTING FROM 2000€

At this rate, you must add the rental of tableware or furniture,
consumables (flowers, candles, etc...)





DAY-OF COORDINATION



ANDRÉE'EVENT - 3 PLACE LAMY 89140 PONT-SUR-YONNE - SIRET NUMBER: 839938487 CONTACT@ANDREEEVENT.FR - 07 61 36 65 21

DAY-OF COORDINATION SERVICE: FOR 1 DAY

Regular phone appointments for couple follow-up according to your needs during opening hours
Connection with all signed service providers
Study of already signed contracts and quotes
Unlimited exchanges by email or on a dedicated WhatsApp group
Connection with all signed service providers
Sending of the D-day schedule to providers at D-15
Search for strategic locations for photo shoots in agreement with the photographer,
Sending of a photo and video schedule to the photographer and videographer for the management of overall shots throughout the event
Technical visit on site with providers
Verification and collection of service balances for payments on D-day
Contact with witnesses or the person in charge for any planned surprises at the wedding
Coordination team (For the ceremony + reception: 2 to 3 minimum coordinators)
Accommodation management (setting up a list) Welcoming and guiding guests during the event
Management and planning of entertainment and/or speeches during the event
Effective and discreet presence of our team throughout the event Mandatory liability insurance for event organizers
Transportation included

STARTING FROM 2000€

Optional:

Search provider
Decoration consultant
Coordinating team the day before the wedding and on the day of the brunch (minimum 2 coordinators)
Search for provider and follow-up after signing
1 additional wedding planner assistant
Guest response management



TERMS OF EXECUTION OF THE PROPOSAL

After proposal, this offer is valid for 7 days.

Upon your agreement, a deposit must be paid at the same time as signing the contract, and will only be cashed after the legal 14-day cooling-off period, by bank transfer or check or credit card.

The amount is specified in the quote and the contract that will be provided to you for signature.

A service contract will be established between us, the client, and our agency.

The success of your event is our priority.

All information contained in this brochure is strictly confidential and is the property of Andrée'event.

The photos are not contractual.

*Subject to availability of our services



RECOMMENDATION & QUALIFICATION



TRAINED BY ELODIE VILLEMUS, ASSOCEM, THE WEDDING ACADEMY



ALL OUR PACKAGES ARE ADJUSTABLE AND CUSTOMIZABLE ACCORDING TO
YOUR NEEDS. CONTACT US TO GET YOUR PERSONALIZED QUOTE.

CONTACT US

ADDRESS: 3 PLACE LAMY 89140 PONT SUR YONNE

EMAIL: CONTACT@ANDREEEVENT.FR OR
CONTACT.ASSISTANTE@ANDREEEVENT.FR

PHONE: 07 61 36 65 21 OR 06 26 29 27 50

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