

Bespoke Wedding Management

Upon completion of the initial consultation, we will provide you with a written proposal summarising our discussions and detailing the services on offer. Subject to your agreement, we will:

- Provide recommendations regarding venue
- Provide details of service providers, including catering, photographer, entertainment and transport to name but a few
- Manage your budget
- Full coordination and management of service providers
- Provide assistance with invitations, guest lists, table plans etc
- We will assist in all decision-making so that you can be comfortable that everything is under control.
- Agree and produce a full wedding schedule created specifically for you. If required we can be in attendance on the day to oversee every detail

Throughout the process we will provide regular updates to ensure that you are fully aware of all progress and in agreement with all aspects of your wedding.

Wedding Co-ordination

Handing over the final wedding preparations to your own professional wedding planner means that you can relax and enjoy the lead up to the wedding day. Knowing everything will be just the way you want it and not having to worry of any last minute hitches.

Typically, 6-8 weeks prior to the wedding we will meet for an in-depth briefing of everything that has already been arranged and make suggestions as to what else needs to be completed. On your behalf, we will check and confirm final details with the venue and suppliers, and additionally chase RSVP's, finalise guest numbers and send out information packs.

In addition to providing regular progress reports, we will also create a wedding day schedule.

Wedding Day Management

Allowing you to concentrate on being the Bride (or Groom) this is an ideal service to give the wedding day that you have spent months organising and years planning.

We will meet at the venue approximately 1 month before the wedding date so that we can run through all the supplier contracts, timings and details for the day. Most importantly, this is an opportunity for us to get to know each other.

On the day we will arrive to discreetly oversee the set up and ensure that every detail is in place. This will include, managing suppliers, liaising with the venue and being there to answer any questions from you or your guests throughout the day. Our aim is to ensure that all your 'wedding day' dreams become a reality.

Wedding Venue Sourcing and Selection

With an enviable database of properties to choose from, ranging from castles and stately homes to more contemporary and trendy venues, Imana Events can help find the reception venue that really suits the style of your wedding – in the right location and within budget.

After discussing your wedding style, dining and accommodation requirements, location and budget considerations, we will present the most suitable venues that meet your criteria. From this we can arrange for a viewing the venues of interest so that you can make the right choice.

Wedding Supplier Sourcing and Selection

As we are forever sourcing new contacts to add to our extensive supplier portfolio you can be assured that we will find the very best wedding suppliers and products for your special day.

After an initial consultation, where we establish your requirements, we will help select wedding suppliers that will add that extra special something to your wedding day experience. Imana Events will manage the suppliers to ensure that you receive the very best professional service.

General Event Planning and Management

Drawing upon our knowledge and expertise in all aspects of planning, co-ordination and design, Imana Events will ensure your occasion is unforgettable. Be it a birthday celebration, special anniversary, a get-together at Christmas or Corporate event, whatever the reason for the celebration, we will personally take care of every detail so you can relax knowing the event is being given expert attention.

With access to some of the best entertainers, caterers and venues for celebrations, we can manage the whole event from venue selection, developing the theme, collating RSVPs - through to welcoming guests to the party.

After an initial discussion, we will provide you with a written proposal that will summarise your event aspirations and detail the services on offer.

We will design, plan and organise your event ensuring you are regularly kept up to date and involved and, of course, if the party is a surprise - you can be assured of our discretion.

If you want us to be there on the day, we will oversee the set-up and check that every detail is in place, manage suppliers, liaise with the venue and be there to answer any questions from you or your guests - we will ensure that the whole celebration is an absolute success.

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Contact Us

Imana Events can tailor our services to work with you in all sorts of ways, be it your wedding day organisation through to venues for a birthday party or corporate event. Please contact us using the details below, or complete our online form by visiting www.imanaevents.co.uk.