



ON THE DAY COORDINATION

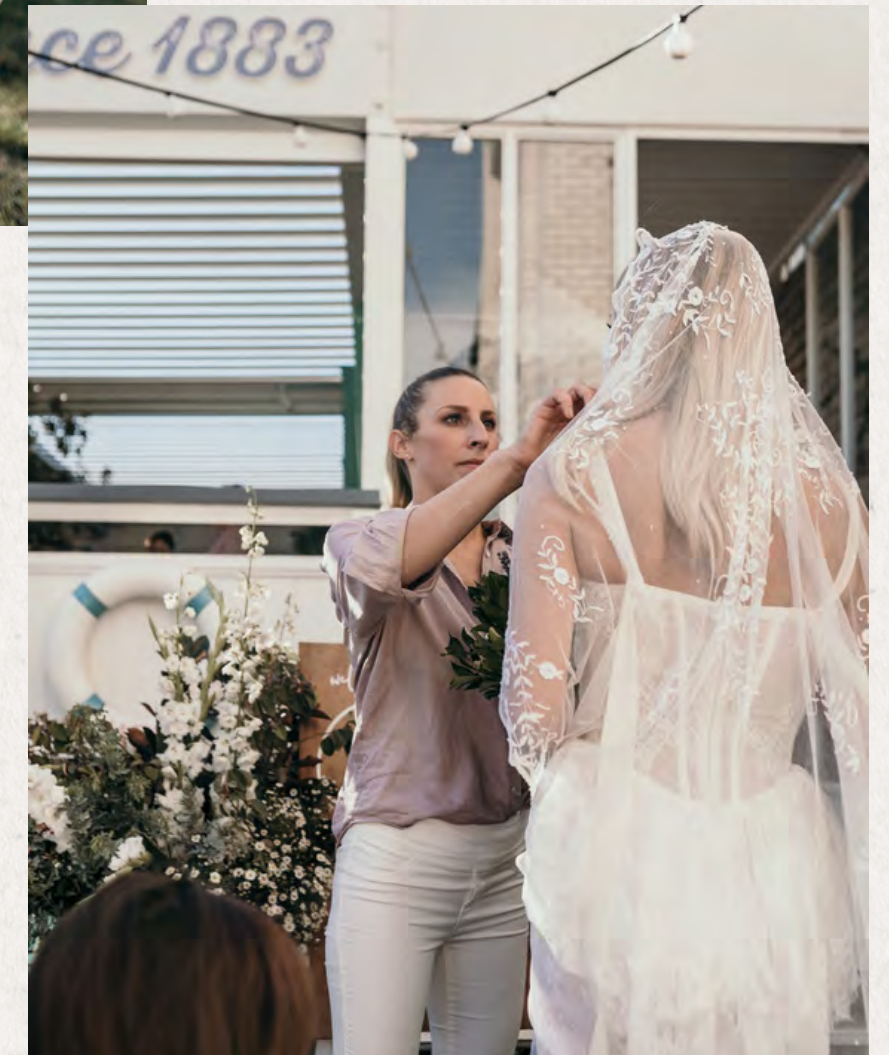
ABOUT US

Located on Sydney's Northern Beaches, Little Lane Events is a passionate team of talented high-end stylists, designers, planners, coordinators and florists with an impeccable eye for detail. With a broad range of skills and over ten years of experience in the Wedding and Events industry, Little Lane is the team to bring your vision to life and exceed all expectations.

Kirra and her team have a reputation throughout the industry for their professionalism, eye for detail and passion. We don't simply style your event; we immerse ourselves in your vision, concept, and desired outcome to understand and execute your requirements flawlessly.

Our personal and thorough approach to each and every event is evident through our dedication to our clients. We are there for the journey, from initial concept creation, coordination of suppliers, budget management and, of course, on-the-day execution.

There is no need to stress or feel overwhelmed. We've got this!





ON THE DAY COORDINATION

PRICE GUIDE \$5,000 + GST

The time has come to plan your dream wedding. You have locked in your vision and are in the process of locking in your dream team. You know exactly what you want and are ready to get it!

The next thing on your list is to find the perfect team to take your ideas and dreams off your hands weeks before your wedding day. Someone you can 100% trust and rely on to bring your vision to life exactly as you planned.

Introducing your personalised Little Lane On the Day Coordinator! With extensive knowledge and a wealth of experience, your dedicated Coordinator will take over all your suppliers one month before your Wedding Day and become the main point of contact. They will help fill in the gaps with any logistics and pick up on anything that may have been missed to ensure you have the most streamlined and stress-free day.

Your Coordinator will also remain on-site with you for 10 hours during your special day to ensure everything runs exactly as you had planned.

"The best money I ever spent was getting the team from Little Lane to coordinate my wedding. The stress it took off me and my family was worth every cent. First and best decision I made as a Bride!"

YOU CAN ALSO ADD CAREFULLY CURATED STYLING AND DESIGN ELEMENTS TO YOUR WEDDING PLANNING PACKAGE
PRICES STARTS AT \$5,000



YOUR ON THE DAY
COORDINATION
JOURNEY



FROM TIME OF BOOKING

INITIAL CONSULTATION

- Initial phone consultation with your On the Day Coordinator.
- Your Coordinator will go through a list of suggestions, templates and suppliers to get you well on your way.
- Book in site visit and finer details meeting for 4-6 weeks prior to your wedding day.

4 WEEKS PRIOR

HANDOVER CONSULTATION

Official handover consultation with your Coordinator.

- Client to provide all supplier and key contact details for the day including your draft run sheet.

You will also discuss important areas such as:

- Floor plans
- Final payments
- Supplier needs
- Family photo lists
- Music selections
- The draft run sheet and logistics
- Confirm all signage and stationary is underway
- Book in site visit if needed

This meeting ensures you are on track and allows you to discuss with your Coordinator any areas that may arise that you need guidance on.





2 WEEKS PRIOR

FINAL RECAP CONSULTATION

Here we will:

- Finalise the run sheet and send it off to all suppliers
- Finalise all logistics
- Ensure guest numbers are accurate
- Ensure all supplier meals and supplier needs are met
- Contact your MC to run-through the day and ensure they are across all necessary elements
- Your Coordinator will attend your ceremony rehearsal if needed

YOUR WEDDING DAY

- Your On-the-day Coordinator will be on-site and project manage your day totalling 10 hours, including travel time.
- Ensure the run sheet is adhered to and all suppliers are on track. This includes everything from handing out petal cones at the ceremony to prompting the MC to speak throughout the reception.
- Meet the bridal party while they are getting ready to calm their nerves.
- Coordinate family and friends for the photographer to ensure all important shots are taken.
- Manage any unforeseen issues that may arise.
- Collect all gifts, cards, the guest book and personal belongings and deliver them to a pre-arranged location for the couple to collect.
- Ensure all transport is running on time.
- Coordinate bump out.



NEED A LITTLE BIT MORE?

Does our On the Day Coordination service seem perfect for you, but do you still have some suppliers you don't have the time to begin sourcing, let alone manage?

Don't worry, lovers! Your dedicated Coordinator will have an in-depth consultation with you on your selected suppliers, so we can understand your style and budget to source, coordinate and manage your selected suppliers if required.

All you have to do is relax and enjoy a stress-free lead-up to your big day! Select from the list below.

- Florist
- Photographer
- Videographer
- Venue or estate
- Celebrant and MC
- External hire
- Styling
- Stationary and signage
- Wedding cake
- Musicians + DJ
- Hair and Makeup
- Wedding Cars, Coaches and Boats
- Accommodation
- Fireworks
- Sparkler Exits
- Marquees and Glamping
- Catering
- Lighting

\$600+ GST PER SUPPLIER



WHAT OUR LOVERS SAY

CYDNEY AND OLI

WATSONS BAY BOUTIQUE HOTEL

Little Lane Girls... I've dreamed of my wedding day my entire life, and the day is finally here! I couldn't have asked for better women to make my dreams come true. You've made this whole process easy, fun and possible to plan all the way from Los Angeles! You are such a talented team of women, I was so lucky to be able to work with you over the last 9 months. I hope this isn't the last time we work together either. I can't thank you enough for all your hard work and patience with me. It was all possible because of you!

Thank you, thank you, a million times over!

Xo - Cydney



KENDALL AND BEN

RED LEAF, WOLLOMBI

Kirra and her team helped coordinate our wedding day to perfection. I planned our wedding from afar and Kirra was so helpful in providing tips/tricks/coordinating vendors and receiving our styling props from our brand Olive Ateliers, keeping them safe and making sure they were styled to perfection on our special day. We highly recommend Kirra's services. Anything Little Lane Events touches is gold.

JOSCELYN AND DILLION

DUNES, PLAM BEACH

BEST AND FIRST DECISION I MADE AS A BRIDE.

I knew before I got engaged when it was my time I had to have the Little Lane Events team there to support me and bring My, I mean, our vision to life! I'm very organised. I do it for a living but this is next level organising and it becomes overwhelming so having them there to pick things up and run with it was a huge weight off my shoulders.

What I didn't expect was Kirra becoming an honorary bridesmaid! So helpful, hilarious and has THE . BEST . ATTITUDE! I was blown away by her positivity, incredible work ethic and ability to make everything run so smoothly and hype us up!! Looking back at our day I smile the biggest when I remember moment planning or while Glam was happening with her... My favourite photos from the day are where Kirra is there making us laugh... It's the full shebang with this team! So don't even think about it. BOOK NOW! Don't walk, run!

TASH AND JODY

LINDESAY HOUSE AND THE ISLAND

Hands down, could not have done or survived our incredible wedding day without Kirra & Sig and ALL the beautiful team at Little Lane Events. We went through 2 postponements, venue changes, dress changes, rain in the morning, completely soaking us all! but nothing but smiles all day, honestly I cannot recommend enough, I have told almost every future bride I have met the investment into these ladies should be top of their list!!! I cannot thank them enough xxx



KATHRYN AND DAN

RED LEAF, WOLLOMBI

Kkirra and the Little Lane Team were amazing from start to finish. Kirra is so warm and welcoming and makes the experience as stress free as possible! It really felt like I had known Kirra for years and her energy and excitement really added to the build up of the day. From styling through to coordinating the Little Lane Team really allows you to focus on enjoying your day and take care of all the details and supplier logistics, we would not have had half the fun if it hadn't been for the organisation and effort shown by the whole Little Lane Team.

NAOMI AND GRAHAM

PEATS BITE, THE HAWKSURRY RIVER

"Thank you for being the most wonderful, fun, beautiful planners! We really enjoyed our catch ups and always knew you had everything under control.

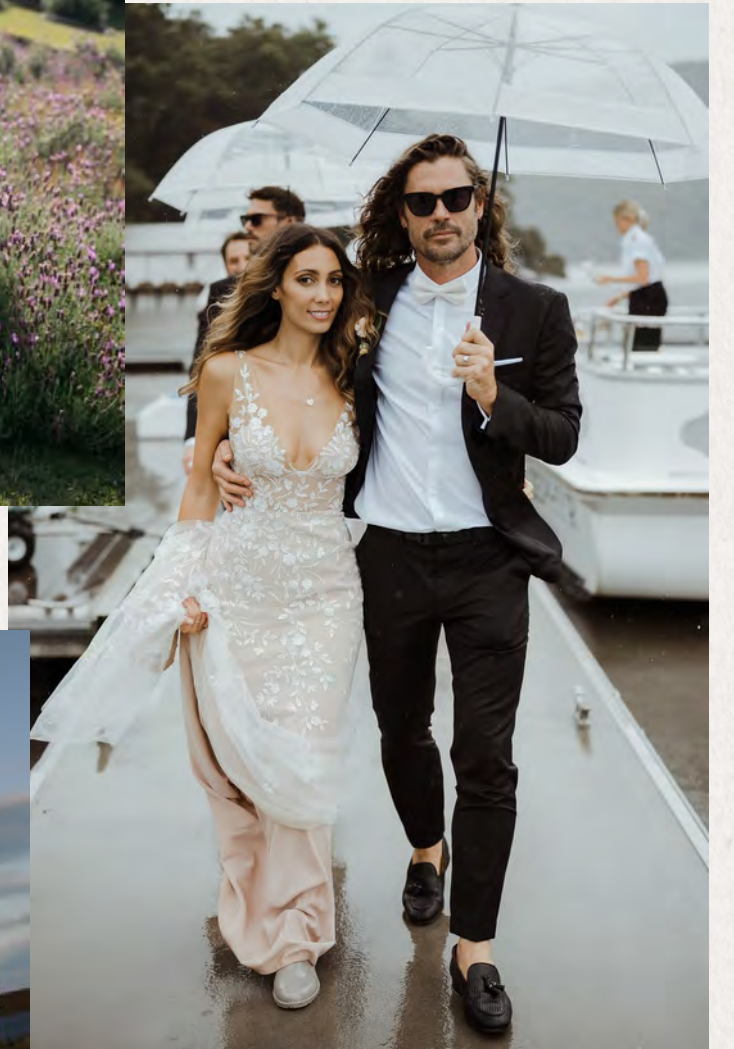
Thank god you were there on the day! It could not have been the easiest wedding in the torrential rain, water access only venue!

We still had the absolute best, most memorable day

LUCIE AND EDDIE

SEACLIFF HOUSE, GERRINGONG

Little Lane Events. Your team were beyond amazing and made all our dreams come true. Lucy and I could not fault one thing from the entire weekend. We're so so thankful to have your team onboard. We had the absolute time of our lives. The attention to detail you showed was phenomenal.





LET'S BOOK YOU IN LOVERS

TO START:
FILL OUT OUR
ENQUIRY FORM

[CLICK HERE](#)

YOU WILL GET A
RESPONSE WITHIN 48
HOURS

IF WE ARE AVAILABLE FOR
YOUR WEDDING DATE WE
WILL SEND YOU A LINK TO
BOOK IN FOR A FREE
CONSULTATION WITH
OUR HEAD DESIGNERS
AND PLANNERS

AFTER YOUR FREE
CONSULTATION

WE WILL SEND YOU YOUR
BESPOKE PROPSOAL

IN ORDER TO SECURE
YOUR BOOKING

ALL YOU NEED TO DO IS
ACCEPT YOUR PROPOSAL,
PAY YOUR DEPOSIT AND
SIGN THE TERMS AND
CONDITIONS TO BECOME
APART OF THE LITTLE
LANE FAMILY

YOU WILL GET AN
CONFIRMATION
EMAIL

ASSIGNING YOUR
PLANNER/DESIGNER

THE PLANNING
PROCESS BEGINS

YOU CAN RELAX AND LET
THE PROFESSIONALS TAKE
EVERY OUNCE OF STRESS
AWAY



CONTACT DETAILS

Website

www.littlelaneevents.com.au

Email Address

hello@littlelaneevents.com.au

Instagram

[@littlelaneevents](https://www.instagram.com/littlelaneevents)

FEATURED IN

CATCH UP ON OUR EDITORIAL FEATURES

[HERE](#)

VOGUE



BRIDES

HELLO MAY

THE BRIDAL JOURNEY

Wedshed