



# WEDDING & EVENTS

*Scope of Services*

**WE ARE ONE STOP SOLUTIONS FOR ANY EVENTS**



## WEDDING STATIONERY DESIGNING

- Logo Creation
- Save the Date - Logo Reveal
- Wedding E-Invite
- Itinerary Cards
- Luggage Tags
- Welcome Tent Cards

DESIGNING ONLY  
PRINT & SAMPLING  
AS PER ACTUALS



- Key Jackets
- Themed Gift Bags
- Money Envelopes
- Car Stickers
- Help Desk Signage
- Style Guide & Wedding Countdown

## PRE-WEDDING CONSULTANCY

- Venue Booking
- Venue Coordination
- Contract Maximization

HOTEL  
CONFIRMATIONS  
TO BE SUBMITTED  
ON  
CONFIRMATIONS



- Event Guidelines
- Contact Updates
- ID & Rooming Sheets

## RSVP AND PRE-LOGISTICS PLANNING

- Guest Invitations & Confirmations
- Custom WhatsApp Messages
- Family Rooming Lists

Included  
Callings & Bulk  
SMS  
Vehicles  
Management  
only



- Logistics Planning
- Smooth Rooming & Cab Bookings
- Stay Plan Guidance

## HAMPERS & GIFTING

- Room Hamper Samples
- Car Hampers & Bars Checklist

- Tailored Gifting
- Customized Wedding Favors





## ARTISTS & VENDORS

- Artist & Vendor Selection
- Artist Booking & Management
- Vendor Sourcing (Choreographers, Henna, etc.)
- Vendor Coordination
- Event Flow Curation

ALL THE ARTISTS  
& VENDORS WILL  
BE TRUSTABLE  
VENDORS  
OF OYE



TEAM ALSO  
MANAGES THE  
ARTISTS/VENDORS  
BOOKED BY CLIENT.  
HANDOVER NEEDED



## PLANNING & CHARTS

- D-Day Schedule - Wedding Timeline Masterplan
- Event Flow Chart - Ceremony Sequence Blueprint
- Couple Charts - Bride & Groom Flow

## DECOR & DESIGNING

- Finalising the Décor Team - Décor Dream Team Selection
- Meetings with Decor Team - Creative Collaboration
- Suggesting and Ideating Décor - Décor Brainstorm
- Auditing Delivery & Submission of Reports - Décor Review & Reports

## CEREMONY ESSENTIALS

- Discussing the Ritual Flow - Ritual Rundown
- Understanding Scope of Work - Task Breakdown
- Ensuring Delivery & Setting up of Procession - Procession Prep

3D LAYOUTS &  
PRESENTATIONS  
CAN BE CURATED  
WITH A WEDDING  
DESIGNER ON  
BOARD



PURCHASE OF ANU  
MATERIAL IF  
REQUIRED





## ON DAY MANAGEMENT - DAY-OF OPERATIONS

- Logistics - Event Logistics & Coordination
- Informing Guests About Pick-Ups - Guest Pick-Up Briefing
- Airport & Station Pick-Ups - Transport Coordination
- Vehicle Management - Fleet Coordination
- Internal Transfers & Coordination - Venue Transfers
- Placement of Car/Coach Hampers - Guest Welcome Hampers



## HOSPITALITY - GUEST COMFORT & CARE

- Check-Ins Management - Smooth Check-Ins
- Luggage Tagging & Management - Luggage Care
- Help-Desk Placement - Guest Assistance Hub
- Callings in every room - Room Call Alerts
- Wedding Stationeries to be given & placed - Stationery Setup
- Guest welcoming - Warm Welcome
- Coordination with hotel - Hotel Liaison

## HAMPERS & GIFTING- GIFT GALORE

- Room hampers placement - Welcome Hampers
- Gifting as per planning - Gift Plan Execution
- Favours display - Favor Showcase







## TECHNICALS MANAGEMENT

- Sound & technicals for every function - Audio-Visual Setup
- Sound check for artists - Sound Check
- Lights management as per the theme - Theme Lighting
- Stage lights management - Stage Light Setup
- Projection Mapping/VDJ - Visual Projection Planning
- Generation Planning & Overlooking - Event Generation Blueprint

AV VENDOR IS  
SEPERATE VENDOR  
THE FINALISATION  
CAN BE DONE ONCR  
ALL ARTIST PLAN IS  
CURATED &  
FINALISED



## F&B MANAGEMENT - FOOD & BEVERAGE CONTROL

- Food menu checking & selection - Menu Curation
- Plate counts - Plate Tally
- Replenishing of food & services - Food Refill Management

## PAYMENTS - PAYMENT PIPELINE

- Vendor & Artist Contracts - Contract Coordination

## SHADOWS - WEDDING SHADOWS

- Shadows for bride & groom - Bridal Shadows
- Shadow team coordination - Shadow Team Sync

## OVERALL COORDINATION - EVENT MASTER COORDINATION

- Event schedule sharing - Schedule Sharing
- Event progress updates - Progress Briefing
- Meeting with vendors - Vendor Sync-Up
- Curating element sheets - Element Sheet Curation
- Meeting the family for planning - Family Planning Sessions





# Oh yes!<sup>®</sup> events!

CONTACT US



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