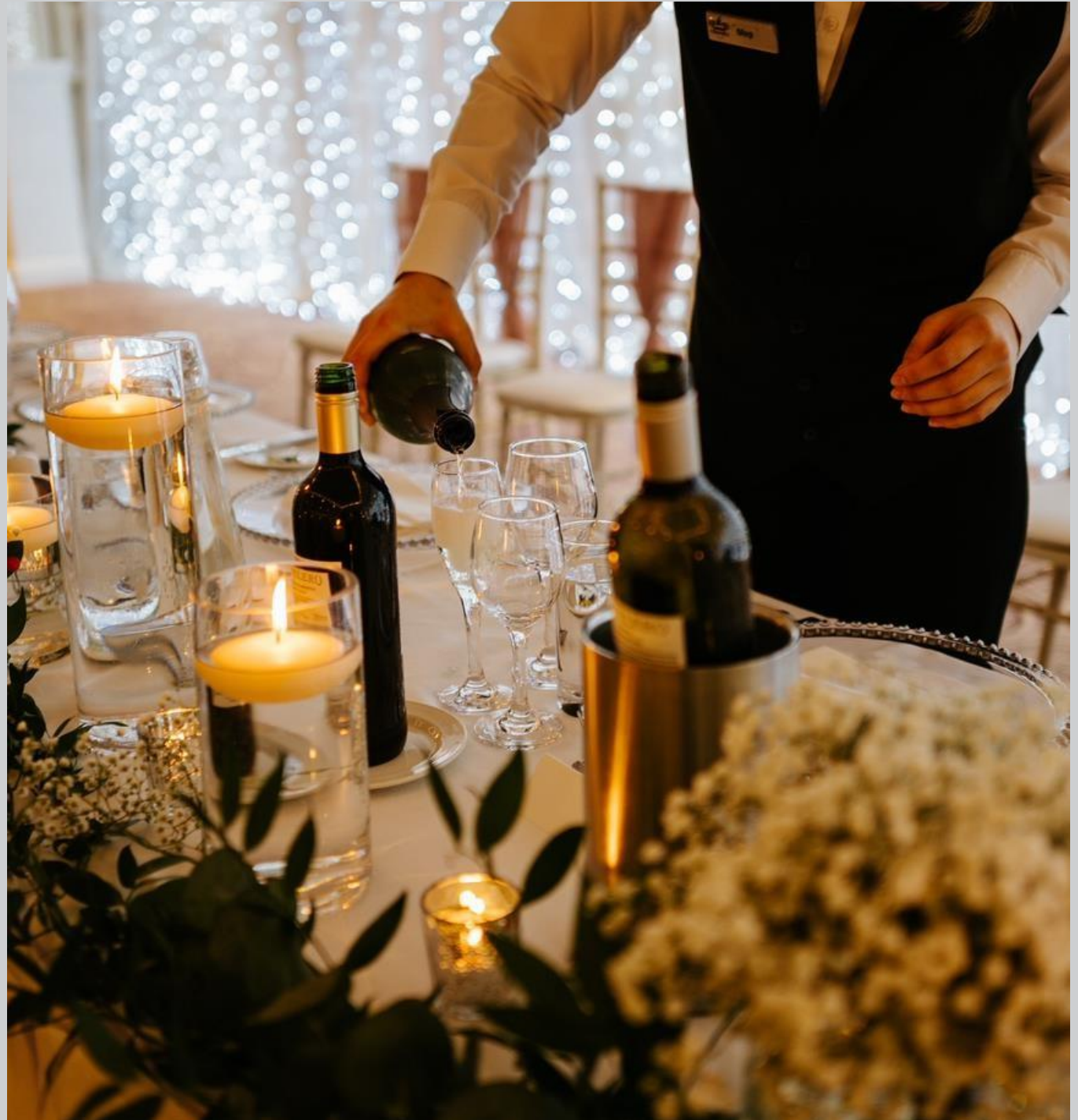


WELCOME PACK



CONTACT US:
WWW.BEAUTIFULLYCOVERED.COM

[@bcovered](#)

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Senior Event Planners Lucy and Eilidh

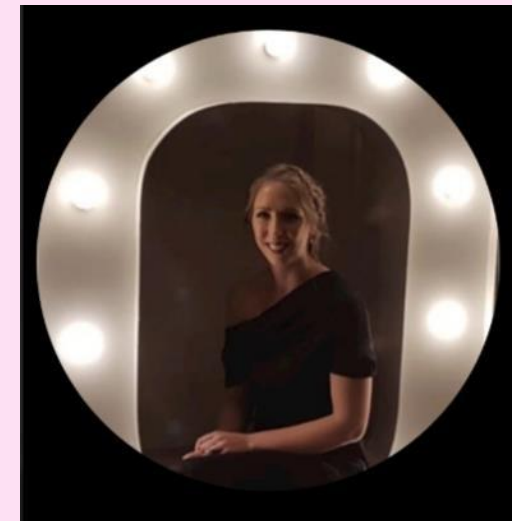


Unit 10
30 Cultins Road East Hermiston
Business Park EH11 4DG
unit 10

WELCOME

WE ARE SO EXCITED TO WALK YOU THROUGH YOUR UPCOMING EVENT! WE ARE ALWAYS ON HAND TO HELP GUIDE YOU AND ANSWER ALL THE QUESTIONS YOU WILL HAVE (TRUST US, THERE WILL BE LOTS!). THIS HANDBOOK SHOULD HAVE EVERYTHING YOU NEED TO ENSURE A SIMPLE PLANNING PROCESS. WE CAN'T WAIT TO GET STARTED.

LOVE, KEO



KEO@BEAUTIFULLYCOVERED.COM

NEXT STEPS

- ♥ NOW THAT YOU HAVE YOUR DATE AND VENUE BOOKED, IT'S TIME TO START THINKING ABOUT DECOR
- ♥ THIS PACK SHOULD OUTLINE ALL THE NECESSARY STEPS TO ENSURE YOU DON'T MISS ANY LITTLE DETAILS
- ♥ ADD WEDDING INSURANCE TO PROTECT YOUR BIG DAY, CHECK OUT:
 - [Dreamsaver-](#)
 - [InsuraWedding.](#)
- ♥ THE BEST PLACE TO START IS TO BOOK A CONSULTATION WITH US

[BOOK HERE](#)



Unit 10
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VIEW YOUR OPTIONS

Please [click here](#) to go to our website homepage, or the following links to choose specific items

[INSTAGRAM](#)

[FACEBOOK](#)

[BROCHURE](#)



[ARCHES AND
CEREMONY DECOR](#)

[CENTREPIECE
OPTIONS](#)

[CHAIRS AND CHAIR
DECOR](#)

[TABLE LINEN](#)

[VENUE DRESSING](#)

[FLOWERS](#)

[TABLEWARE](#)

[PRINT GUIDE](#)



DECOR CHECKLIST

Florals for Wedding Party

- Bride/Groom Bouquet or Buttonhole
- Bridesmaids Bouquets
- Buttonholes for Best Men/Ring Bearers/Dads/Ushers
- Crown, Wand or Basket for Flower Girls
- Corsage for Mum
- Thank You Bouquet for Gift

Ceremony

- Welcome Sign/Easel
- Chairs/Chair Décor
- Arch/Altar Arrangements
- Aisle Runner/Petals
- Aisle Seats/Pew End Florals
- Entry Arrangement
- Floral Plinths
- Confetti
- Signing Table Linen/Candles/Florals
- Aisle Décor/Candles
- Order of Service
- Photo Area Décor

Drinks Reception

- Guest Table and Guest Book
- Post Box or Card Box
- Bar Menu or Cocktail Sign
- Bar Florals and Candles
- Cocktail Tables and Linen
- Order of Events

Lighting

- Outdoor Festoon/String Lights
- Uplighters
- Fairy Light Backdrop



Wedding Breakfast

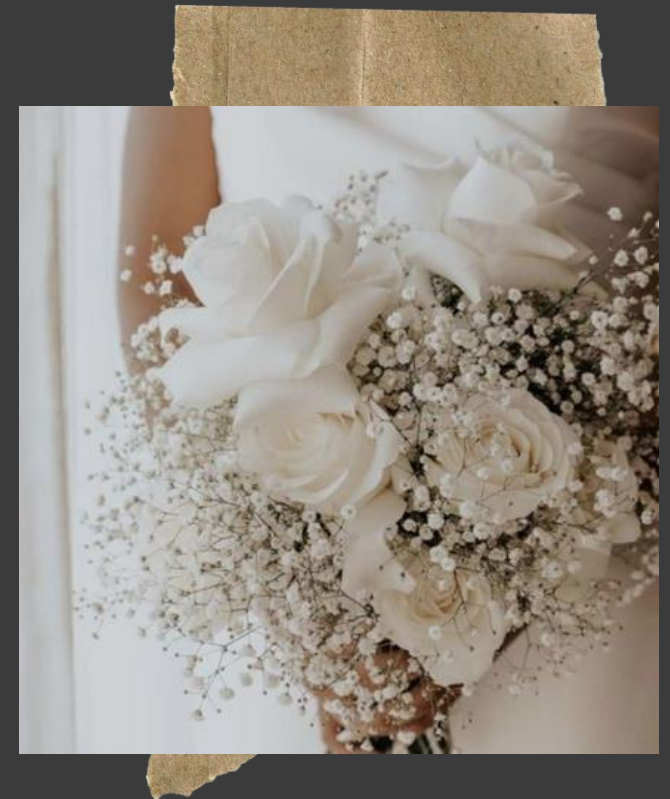
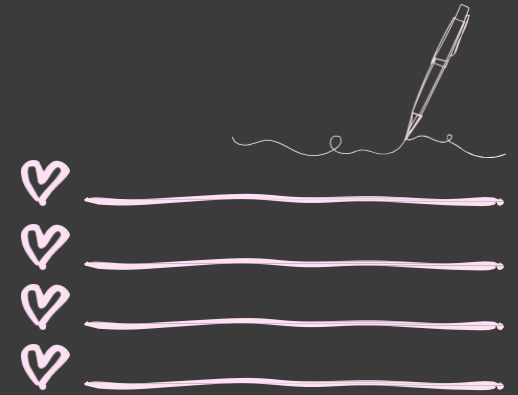
- Chairs/Chair Décor
- Table Linen, Napkins and Napkin Décor
- Table Runners
- Centrepieces / Top Table Centrepiece
- Backdrop/Room Draping
- Candles
- Table Plan/Easel
- Menus/Placecards
- Table Names/Numbers
- Cake Table Linen / Décor / Cake Florals
- Charger Plates and Cutlery

Stationery

- Please see Page 8 for our Print Guide and how to order. We offer complementary stationery to match your venue stationery, including save the dates, invitations, RSVP cards and Thank You cards.

WEDDING TIMELINE AND PLANNING CHECKLIST

- ♡ Book your venue (Essential before you meet with us)
- ♡ Quote/Consultation with us - initial quote is valid for 30 days
- ♡ You receive your quote and can start making any changes
- ♡ 25%, non-refundable deposit locks in your date
- ♡ 8 weeks before – we will begin print design and finalise any custom-made items
- ♡ We will be in touch 4 weeks before the event for final details
- ♡ 3 weeks before: final details and payment of balance due
- ♡ Final payment due
- ♡ On the day of your event, we take care of everything for you behind the scenes
- ♡ After your big day Review / Award Nominations



PRINT GUIDE



Personalised Prints: We offer an array of personalised printed items, designed to elevate your event. From Menu Cards, Welcome Signs, Table Plans and Place Cards, our selection ensures that every detail reflects your unique style and Vision.

Custom-Made Creations: Can't find exactly what you're looking for? Don't worry! We specialise in creating custom-made pieces to match your vision. We can even print from your own artwork.

Stay updated: We refresh our selection constantly so keep your eyes peeled for new designs. We begin processing your request 8 weeks before your event.

Order Deadline: Please submit final details no later than **3 weeks** before your event, to allow plenty of time for processing and delivery

Proof Approval: Your satisfaction is our priority. Before we print, we require approval of a proof to make sure we meet your expectations. This step is essential. Payment for personalised items is due 8 weeks before.

Nonrefundable Policy: Please note that all personalised items are non-refundable due to their custom nature. Once a proof is approved, production will commence, and changes cannot be made.

To read more and to see our full range of print options or fill out or print order form, [please click here](#)

PAYMENT INFORMATION

Bank Details: Santander

Sort Code: 09-01-28

A/C No: 44754869

Please make cheques payable to: Beautifully Covered Ltd

Debit or Credit Card: Card payment links are sent by text message or email. All card payments are subject to a 2.5% charge to cover the cost of processing only and is not marked up by us therefor not subject to VAT. First card payment is free.

If you'd like to pay by cash, please phone us in advance and arrange a time to bring it to our office.

To secure your booking, we require a 25%, non-refundable deposit. The final balance will be due 3 weeks before the event. All bookings taken less than 3 weeks before the event date will require full payment to secure.

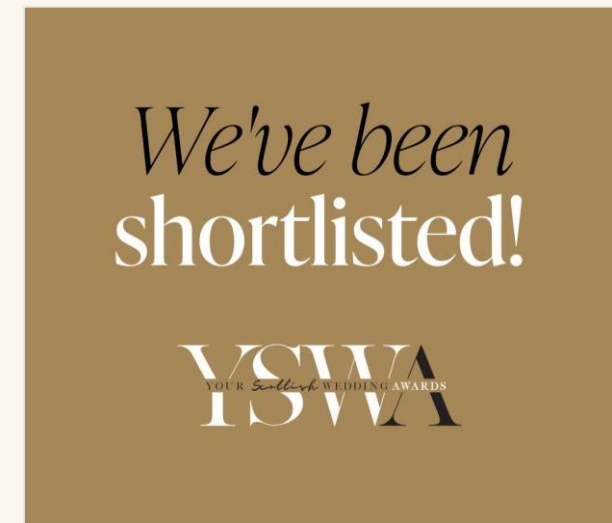


FEEDBACK & NOMINATIONS

Each year, we take part in multiple Wedding and Events Awards, including the Your Scottish Wedding Awards, the Confetti Awards, and the Scottish Wedding Awards

If you were impressed with our Event Décor service, we would be honoured to receive a nomination for any one of these prestigious awards.

We regularly announce our nominations on our social media, and often we will include links when we email you for feedback after your event.



FAQs



Q: Can I change my mind after I've chosen my décor?

A: Yes, we require all final details 3 weeks before the date of the event.

Q: Do you offer bespoke items?

A. We offer a range of bespoke items, for example Wedding Welcome Signs, that are fully customisable. These items need to be ordered no later than 8 weeks before the date of your event, and once the design has been approved, it cannot be changed. Payment for bespoke items are also due 8 weeks before the event date.

Q: Can I see a table mock-up of my selected colours/items?

A: Yes, we offer a mock-up service at either your venue or another suitable venue for a charge of £50 for standard linen and accessories, plus material cost i.e. for fresh flower mock-ups.

Q: Do you charge for lost or damaged linen?

A. Rarely – we stick with a very fair policy of allowing normal wear and tear, working very hard to remove stains and marks and make every possible attempt to recover missing items from your venue on your behalf.

Q: How do we arrange set-up?

A: We organise this on your behalf directly with your chosen venue and you should advise your contact that we will be in touch 10-14 days in advance to organise this.

Q: How far do you travel?

A: The map on the following page shows our standard radius, and we can travel further by request although accommodation may be required and chargeable.

For our full list of FAQs and our T&C's, please



Standard radius:

