

Touch of Class in Sussex

Wedding Planning Brochure





At Touch of Class in Sussex we believe that each wedding is a unique occasion and every client very special. For us building an effective relationship is of paramount importance and as a small company we are able to take the time to get to know our clients and really find out what they want to create for their day. We give a genuine, personal service and our philosophy is very simple; you are our guests and deserve the very best service we can provide. We are not about getting the largest number of weddings in a year nor covering the greatest geographical area of the country. We are happy to focus on a smaller number of clients whom we can really look after individually in our geographical area.

Our wedding service portfolio is the result of our experience organising weddings and special occasions over the past 3 years. We know what goes into making a really exceptional day and also what can go wrong. Hosting a wedding can be a very exciting experience and it can be very stressful one too. As pressures build up, we know how to lessen the strain and keep the momentum going.



Our Services

Poppy- Wedding Planning Facilitation

Who is it for?

For clients seeking ideas or guidance how to get started and what you need to do. You would like some professional support from someone who has the experience of designing and organising different kinds of weddings

What does it include?

An initial complimentary consultation (approximately 1hour) to discuss your needs and to detail our services

A written proposal summarising what we talked about,an outline of what we would do and our prices

**if commissioned*

Discussion meeting/s of ideas to work with

A plan of how to do it

from £250

Orchid – Venue and supplier sourcing

Who is it for?

For clients who know what you need to find and can't find it or lack the time to do the research.

What does it include?

Initial discussion to discuss your requirements

**if commissioned*

Follow up meeting to present selection of venues/ suppliers that meet your specifications.

from £150





Bauhinia – On the day co-ordination of your Wedding

What does it include?

To take away you and your family's stress on the day confident in the knowledge that someone is in charge. This service includes a briefing meeting 6-8 weeks before the day and on the day from the time you need help until the agreed end of professional support.

Confirmation with your suppliers can be arranged as an additional responsibility.

From £350

Azalea- Bespoke Wedding Design and Planning

Who is it for?

For clients who already have some ideas about the style of wedding you would like and require professional support to take the ideas forward into a workable plan and for someone to manage the plan for you. This will alleviate a lot of time-consuming activity and leave you free to concentrate on the fun bits and to enjoy the build up to the day

What does it include?

An initial complimentary consultation (approximately 1 ½ hours) to discuss your needs and to detail our services

A written proposal summarising what we talked about, an outline of what we could do and our prices

*if commissioned

A meeting with more ideas and details to work on and a proposed outline of what needs to happen

After agreement, sourcing and negotiating with suppliers for chosen services

Review meetings for regular updates and e-mail communication

Day plan preparation for the wedding day

Co-ordination of the guest list and table plan if required

from £950





Peony – Bespoke design, planning and co-ordination on the day

Who is it for?

For clients who require a complete professional service from creation of the design concept for the wedding, preparation and supervision of the plan of what needs to happen to discreet on the day management. Working for you, we would be there every step of the way to provide advice, structure and to take responsibility for the co-ordination of everything that needs to happen.

What does it include?

A complimentary initial consultation (approximately 1 ½ hours)

A written proposal detailing our meeting and what we could do and our prices

- if commissioned

A meeting to present design concepts and to discuss the key style elements for the wedding and a proposed outline of plan
Sourcing and negotiating with suppliers for services you would like with at least 2 for each to choose from

Review meetings (at least 2) in addition to e-mail and telephone communication updates

Day plan preparation for the wedding day

Wedding co-ordinator present on the day for set up and discreet on the day co-ordination within agreed time scale

Co-ordination of the guest list and table plan can be included if required

from £1500



We are happy to be of assistance to clients with other needs that have not been mentioned. These might include co-ordinating your wedding day for you on the day working with all the arrangements you have already made, managing your guest list, helping to arrange hen or stag parties, accompanying the bridal party to choose outfits or helping to plan the honeymoon. In these situations our fees would depend on the time spent on the assignment at an hourly rate and travelling costs