



JVA

EVENT & WEDDING PLANNER



Brochure
2020/2021



Josephine Victoria Ashpole

Event and Wedding Planner

Creating unique and memorable moments.

JVA Event and Wedding Planner is based in Northamptonshire dedicated to creating unforgettable moments for a wide range of clients and different industries. We combine seasoned knowledge with inspiration and ingenuity, transforming venues and providing your guests with truly unique experiences.

My passion and love for planning events began back in 2013 when I started a role at my local event venue working on a wide range of events while studying Marketing at University. Seeing guests enjoy these events and making clients dreams come true is what ignited that fire and passion that I now have for Event Planning.

I now have over 10 years industry experience working with a large number of clients from many different backgrounds, tailoring each event to meet their specific needs and desires.

I would love to make your dream event a reality.
Please get in touch for your free consultation and proposal.

Yours Faithfully,

Josephine

Packages

No matter the type of event, as your Event or Wedding planner, we have the expertise and creativity that will help bring your ideas to life.

JVA Event & Wedding planner provides FREE Event consultations and Proposals included with every enquiry.

Event & Wedding full planning

Perfectly Planned

From the initial idea stage to the important day, we will help make all your dreams come true.

This package includes full event planning from the initial stage to your big day, taking over the organisation of every element of your event while working closely with you to ensure your dreams become reality. This package also includes full on the day management to ensure your event runs smoothly and any after event activity that is required.

From

10% of your
final
Event cost

Final Countdown

No Detail is Too Small

If you would like to organise your wedding or event yourself but need a helping hand on the run up to the day with last minute arrangements, this package is perfect for you.

Included in this package is 16 weeks of help with the last-minute organisation of your plans, this could be seating plan, time arrangements floor plans, and supplier check ins. Your planner will also make sure that every detail is accounted for. This package also includes on the day management to make sure the big day runs smoothly.

From

£700

On the day Coordination

Stunning and Memorable

This package is for those that have done all the organising and planning but desires a little helping hand of the day and the run up to their event to ensure the smooth running.

One week before the event or wedding you hand over the reins to us and we take good care of all your hard work and work with the suppliers and venues to ensure all is ready and prepared for the event. During the event you will have a professional event planner on site for the whole event ensuring everything is on time and to the highest standard.

From

£350

Event & Wedding Full Planning

Take the stress out of planning your event or wedding by handing over the reins to us. Our aim is that your event or wedding is planned and executed to perfection, allowing you to relax and enjoy the process and event.

This package means that we will work with you to create your perfect event, while we do all the hard work. Every element of your day will be unique and tailored to you, exactly as you want it, and allows you to be as involved as you would like. You'll still make all the important decisions about your wedding, but you can relax knowing that we'll arrange everything with our knowledge and expertise to make sure everything goes without a glitch.

After your consultation, we will provide you with a personalised proposal for your perusal. This will include a list of agreed services, budget and wedding details.

Within this package you will be provided with the following:

- Production of a proposal to give a full idea of styling and planning timeline
 - Sourcing and negotiating venues & all suppliers and associated contracts
 - Management of your wedding budget
 - Styling of your venue and your wedding reception
 - Production of a wedding day schedule
 - Regular communications including meetings, phone calls and emails with necessary updates
 - Support throughout the entire wedding planning period
 - Creative guidance on any aspect of your wedding
 - On the day coordination
 - After event services
- Cost – 10% of your final Event cost**

Final Countdown

Enjoy the run up to your Event or Wedding by sitting back and letting us handle the last-minute preparations. This is the perfect package if you have already done most of the organising, but you need a helping hand with the final details and arrangements.

To start things off, we will provide a free consultation to discuss the plans that have been made so far. We'll then take on the final arrangements of your wedding, ensure that all final details are taken care of and the finishing touches all in place. Included in this package is Event management on the day to allow you to relax and enjoy the day while we ensure the day smoothing running of the event

This package is ideal for Events and Weddings that are around 16 weeks away and includes up to 40 hours of management from your Event Planner.

Within this package you will be provided with the following:

- Production of a proposal and planning timeline
- A review of all existing bookings and management of all suppliers
- Sourcing the remaining suppliers
- Production of a wedding day schedule
- Regular meetings, phone calls and emails with necessary updates
- Support and guidance throughout the planning period
- On the day coordination

Cost from £700

On the Day Coordination

Relax on your big day while we make sure everything runs perfectly and deal with any issues that might arise. If you have done all the planning but want to enjoy your Event or Wedding knowing that it is in good hands then this is the perfect package for you.

To start things off, we will provide a free consultation to discuss the plans you have in place creating a proposal and schedule. Around two weeks before your wedding, we will take over the finalisation of plans with suppliers before coordinating everything on the day. This package includes up to 20 Hours of management from your Event Planner.

Within this package you will be provided with the following:

- Confirmation with all contracted suppliers
- Coordinating the styling and set up of the venue on the day
- Coordinating of all suppliers on the day
- Coordinating all other aspects of the wedding throughout the day, ensuring things run smoothly and on time
- Managing any unexpected occurrences on the day

Cost from £350

Contact Us

I would love to make your dream event a reality.
Please get in touch to discuss your event further and to receive your free
consultation and proposal.

Email: Josephine@jvaevents.co.uk

Contact number: 07919277701

