

Tricin Buchewich Events is a boutique wedding planning company in Winnipeg. We specialize in a smaller number of weddings on an annual basis, so we can give each and every client the attention they need and deserve. We are creatively inspired wedding planners with extensive backgrounds in hospitality management.





Consulting, Style, and Design

- We will discuss your wedding and theme, and walk you through our unique style and design process while factoring in any vendors that may have already been hired.
- While Pinterest can be both a blessing and a curse, it's the best way to convey your vision. We'll create an inspiration board, one that will later be shared with your potential vendor team. We also have a very detailed questionnaire that will help us understand how you want your dream wedding to look and feel.
- Once we've determined your theme, vision, style, and design, we'll propose a budget. Prior to selecting any vendors, it's important to create and confirm the budget, as it will help you understand the costs associated with each vendor. If any vendors have been secured by this point, we'll incorporate them into the design work and budget.

Vendor Selection

- We have an exclusive preferred vendor guide that allows our clients to take advantage of special discounts and incentives. All of the vendors in our guide are hand-picked, credible, and reliable. And, most importantly, they're all vendors we've worked with in the past.
- We'll arrange all the appointments for you to meet the proposed vendors, and will accompany you to the meetings. This will ensure that no questions are overlooked and that the vendors truly understand your vision. We'll also be the main contact for all the vendors, so your inbox won't be flooded with questions.
- Prior to completing any deposits, we'll take the time to review each and every contract. This ensures that every detail we've discussed is included in the proposal. All contracts are then stored in Google Drive for easy access throughout our planning process.
- We'll help match you with vendors that suit your specific style, including florists, linens, décor, lighting, cake, photographers, stationary, transportation, videographers, music, officiants, caterers, and any other unique requests that you want for your special day.

Communication, Assistance, Guidance

- Unlimited email communication is included in the Full Planning package. You can reach out to us at any time – we're here to offer continuous support throughout the planning process.
- Once the budget is completed and the style and design are determined, you'll receive a master checklist of all the things to complete prior to your wedding day. You can refer to this checklist at any point to see where we are in the process.
- We'll meet on a monthly basis (either during vendor meetings, phone meetings, or in person), and after each meeting, you'll receive a customized to-do list, which should be completed prior to our next meeting this way, no detail gets overlooked.
- We offer customized reminders for each vendor to ensure that payments and deadlines are never missed.
- We'll help you track and manage your RSVP list, ensuring that all allergies and dietary requests can be accommodated. We can also arrange hotel accommodations for your out of town guests, if required.
- We'll create your master wedding day timeline. This will detail every vendor you've hired, including set up, tear down, product orders, who is setting which items, where are they being set, how are they being set, and where are they moving throughout the evening. This timeline will be sent to your vendor team prior to your wedding day so that everything runs smoothly.
- We will assist in creating the emcee's notes, wedding party intros, out of town guest lists, kissing games, and any other important events pertaining to your special day.
- Although we primarily focus on services and not products, we do have a limited selection of rentals available to our clients, including signage, vases, and cake stands.

Wedding Management

- We will be present at your rehearsal to walk your family and friends through the wedding day process. We'll offer suggestions, support you, and become a familiar face to the key members of your day.
- We'll meet with your emcee and wedding party post-rehearsal to ensure that everyone understands where and when they'll be required on your wedding day

 (i.e.: reception grand entrance and first dance).
- On your wedding day, we'll be present for a total of eight (8) consecutive hours with assistants, based on your specific needs and set up requirements.
- We will be prepared with a fully stocked emergency kit, which includes hundreds of items that you may need on your big day. You have complimentary access to these items as required.
- We'll be on-site to guide your vendors and execute your vision, ensuring that everyone arrives in a timely fashion and delivers your items as agreed upon in your contract/proposal.
- We will cue all of the events in the timeline so that everything runs in a timely manner to limit any potential overtime from your vendors.
- We will direct your guests upon arrival to the ceremony and transition them from ceremony to reception.
- We'll work alongside any key members of your wedding day to follow the timeline and enhance your guest experience (i.e.: photographer, venue coordinator, emcess, musicians, DJ, etc.).

Ceremony

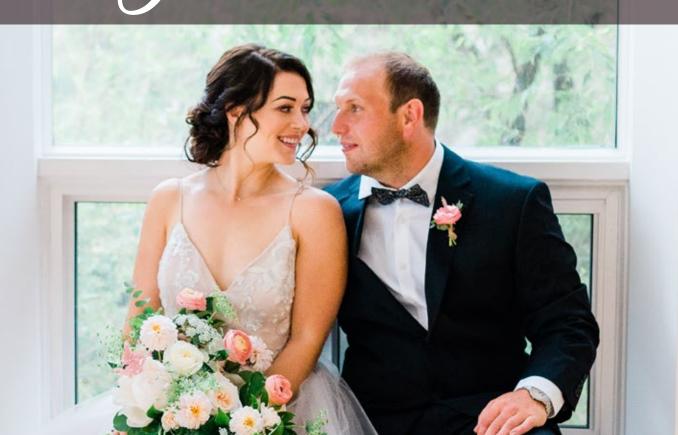
- We will set all basic décor, including reserved signs, programs, aisle décor, champagne stations, etc.
- We will ensure the ceremony is set according to the plans we have created together, and that all vendors have arrived on time.
- We can assist the ushers in seating the guests, ensuring the parent seats are open and ready for the processional, ensuring the aisle seats are full for photos, a sound check has been completed by the venue, the DJ/musician is aware of which songs are being played for which members of the processional, and pin on any boutonnieres.
- We will transport items that are being multi-purposed from ceremony to reception.
- We can assist with organizing family for group photos, if required.

Reception

- We will set aside all basic décor, including party favors, bathroom baskets, memorial items, menu cards, table numbers, place cards, seating charts, guest book table items, cake table items, and bar signage.
- We will ensure that the reception space is set exactly according to your vision and that the number of guests per table matches your seating chart.
- We will review the space and bring any issues to the banquet managers attention (i.e.: untidy washrooms).
- We will ensure the photographer has completed their detail photos prior to allowing guests access to the space.
- We will be the main point of communication between the catering team, venue coordinator, DJ, emcee, and wedding party to ensure that everyone is following the timeline and that all events are going according to plan.
- We will cue family members and friends for speeches to ensure everyone has a clear vision of what is happening and when. We will also ensure that key family members are in the reception space prior to the start of any speeches.
- We can distribute any final vendor payments, gratuities, or gifts.
- We will be the main point of contact between the
 designated person who is emptying the card box. This
 will ensure that the cards are all locked in a secure space
 throughout the event.
- Most importantly, we will be on-site to handle any surprises that may arise on your wedding day so you can enjoy the most important day of your lives.







Communication, Assistance, Guidance

- Unlimited email communication is included in the Wedding Management package. You never have to feel that you can't reach out to us. We are here to offer continuous support throughout our time together.
- Once you have secured our services, you will receive access to our preferred vendors list offering exclusive discounts to our clients.
- We have created tips, tricks, and checklists to assist you throughout your planning process. These include photo locations, stationary checklists, must-have photo lists, and much more.
- Six to eight weeks prior to your wedding day, you will receive a detailed questionnaire in regards to the vendors you have hired, and the products and services you have secured. We will also require all your vendor contracts, floor plans, and decisions made to date. This will allow us to start piecing together your timeline prior to our four-week meeting. During our four-week meeting, we will continue to work on your timeline. We will discuss any issues, family dynamics, or logistical challenges you are facing. Following this meeting, you will be provided a to-do list to be completed prior to our two-week meeting. We will also send an introduction email to your vendor team so we become the main point of contact in the month leading up to your wedding day.
- We will assist in creating your master wedding day timeline. This will detail every vendor you've hired, including set up, tear down, product orders, who is setting which items, where they're being set, how they're being set, and where they're moving throughout the evening. This timeline will be sent out to your vendor team following our two-week meeting to ensure that no detail is overlooked.
- We will assist in creating the emcee's notes, wedding party intros, out of town guests list, kissing games, and any other important events pertaining to your special day.
- Although we primarily focus on services and not products, we do have a limited selection of rentals available to our clients, including signage, vases, and cake stands.







Detail Management

- We will be present at your rehearsal to walk your family and friends through the process. We will offer suggestions and support, and become a familiar face to the key members of your day.
- We will meet with your emcee and your wedding party postrehearsal to ensure that everyone understands where and when they'll be required on the wedding day (i.e.: reception grand entrance and first dance).
- On your wedding day, we will be present for a total of eight consecutive hours with assistants as required, based on your specific needs/set up requirements.
- We will be prepared with a fully stocked emergency kit, including hundreds of items that you may require on your wedding day. You have complimentary access to these items as needed.
- We will be on-site to guide your vendors and execute your vision, ensuring everyone arrives in a timely manner and delivers the items as agreed upon in your contract/proposal.
- We will cue all of the events in the timeline to ensure everything runs in a timely fashion to limit any potential overtime from your vendors.
- We will direct your guests upon arrival to the ceremony, and transition them from ceremony to the reception.
- We will work alongside any key members of the wedding day to follow the timeline and enhance your guest experience (i.e.: photographer, venue coordinator, emcee, musicians, DJ, videographer, wedding party, etc.).

Ceremony

- We will set all basic décor, including reserved signs, programs, aisle décor, champagne stations, etc.
- We will ensure the ceremony is set according to the plans we have created together, and that all
 vendors have arrived on time.
- We can assist the ushers in seating the guests, ensuring the parent seats are open and ready for the processional, ensuring the aisle seats are full for photos, a sound check has been completed by the venue, the DJ/musician is aware of which songs are being played for which members of the processional, and pin on any boutonnieres.
- We will cue the music for the wedding party and manage the processional. We will greet latecomers and discreetly help them find their seats.
- We will transport items that are being multi-purposed from ceremony to reception.
- We can assist with organizing family for group photos, if required.

Reception

- We will set aside all basic décor, including party favors, bathroom baskets, memorial items, menu cards, table numbers, place cards, seating charts, guest book table items, cake table items, and bar signage.
- We will ensure that the reception space is set exactly according to your vision and that the number of guests per table matches your seating chart.
- We will review the space and bring any issues to the banquet managers attention (i.e.: untidy washrooms).
- We will ensure the photographer has completed their detail photos prior to allowing guests access to the space.























Additional Services

- *Late Night Tear Down* We will return at 12:30 am to pack up all your personal belongings. We will take them with us and return them to you the following day. \$600.00
- *Marriage Commissioner Services* We will work with you to create a semi-custom ceremony that reflects your personal values. \$350.00
- Style and Design Adding on design services to your Wedding Management package provides essential inspiration. A full mood board is included. We also include three vendor meetings related to the style and design. \$750.00



