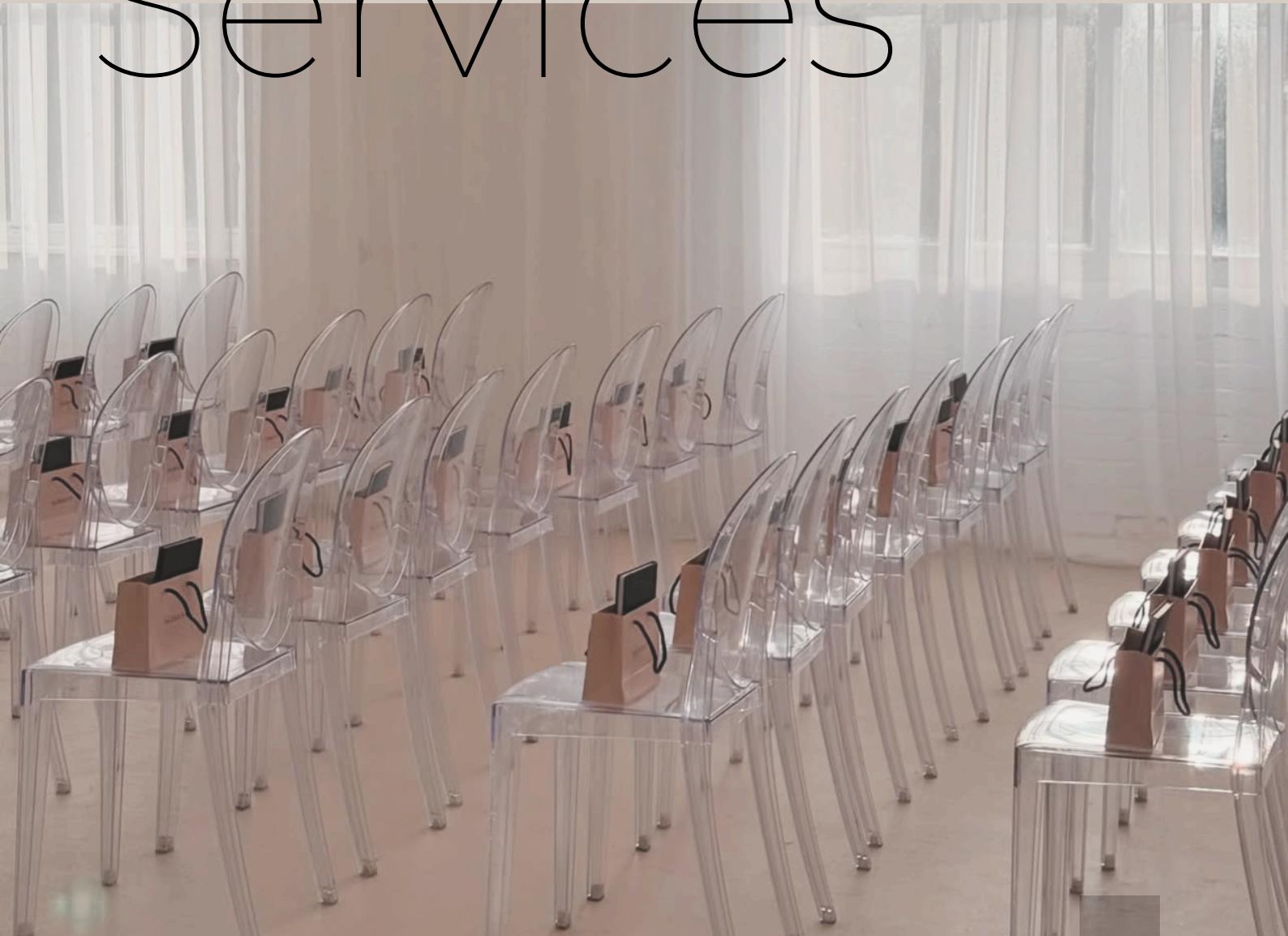


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EMMA LOUISE

Services



Details Matter

And we take care of
every one.



Our Key Services

Our comprehensive event planning services include but are not limited to:



VENUE SELECTION

Assistance in finding the perfect venue that aligns with your vision and budget.



SUPPLIER COORDINATION

Sourcing and managing all vendors, including caterers, entertainers, florists, and photographers.



EVENT DESIGN

Developing a cohesive event design that includes themes, colors, decor, and lighting to create the desired ambiance.



DAY OF COORDINATION

Ensuring the event runs smoothly from start to finish, managing timelines, and coordinating with vendors and guests.



EVENT CONTENT CREATION

Capturing your event seamlessly from start to finish, creating consistent on-brand visuals, and delivering content that keeps your audience engaged long after the day is over.



BRANDING SERVICES

Elevating your event with bespoke branded merchandise, creating cohesive, memorable touch points that leave a lasting impression on every guest.

Our Services Expained



VENUE SELECTION

Venue selection is all about finding a space that fits your guest capacity, reflects your desired aesthetic, and supports the practical needs of your event. From location, accessibility, and supplier flexibility to logistics, facilities, and budget alignment, choosing the right venue ensures a seamless flow and sets the tone for the entire experience.



SUPPLIER COORDINATION

Supplier coordination ensures every vendor – from florists and caterers to entertainment and production teams – works seamlessly together. It involves managing communication, timelines, and logistics to keep everyone aligned, avoid conflicts, and ensure every element is delivered smoothly and on schedule, contributing to a flawless event experience.



EVENT DESIGN

Event design focuses on crafting the visual identity and atmosphere of your event, bringing together colour palettes, layouts, florals, décor, lighting, and branding to create a cohesive and memorable experience. It transforms your vision into a curated aesthetic that enhances the mood, guides the guest journey, and elevates every moment.

Exceptional events happen
when thoughtful planning
meets intentional design
and seamless execution.



SASSY
SAINTS

Our Services Expained



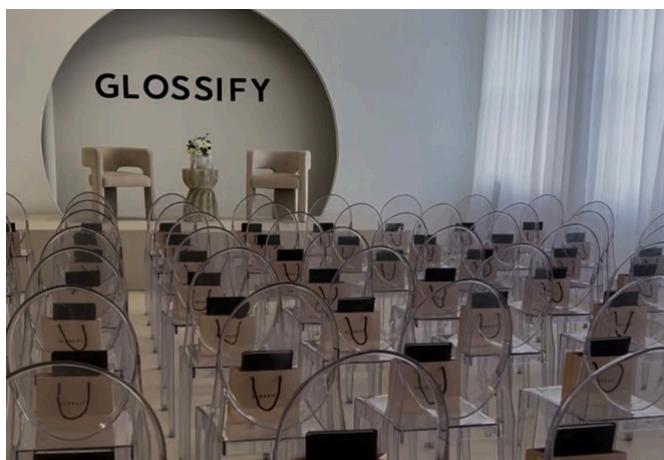
DAY OF COORDINATION

Day-of coordination ensures your event runs seamlessly from start to finish by managing timelines, overseeing suppliers, and handling all on-site logistics. It allows you to be fully present while a dedicated coordinator resolves issues, keeps everything on schedule, and ensures every detail unfolds exactly as planned.



EVENT CONTENT CREATION

Event content creation captures your event through curated photo and video moments that showcase its energy, detail, and story. It provides you with high-quality, on-brand content for social media, marketing, and memories, ensuring your event lives on long after the day is over.



BRANDING SERVICES

Branding services elevate your event with personalised items such as bags, bottles, signage, and stationery, creating cohesive touchpoints that reinforce your identity. These details enhance the guest experience, strengthen brand recognition, and leave a memorable impression long after the event ends.

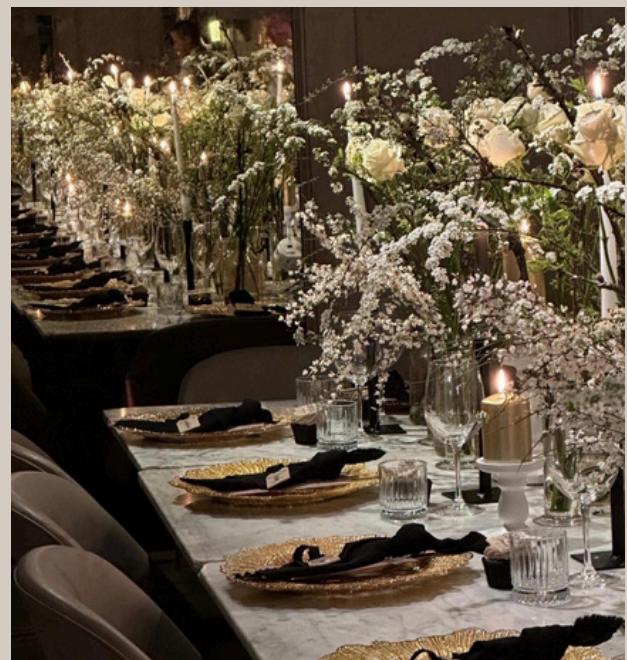


DID YOU KNOW?

If you book Contour Content as your event venue, you receive our planning services complimentary.

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EMMA LOUISE



The Investment

Our services begin at £280, which covers the first 10 hours of planning support. This initial block is typically used for venue sourcing, supplier research, or the foundational stages of full event planning. This payment is taken upfront and serves as a deposit to secure your event date and our services. For planning, our total fee is 10% of your overall event costing, with a minimum charge equivalent to the 10-hour introductory fee of £280.

Our services can be tailored to your needs – whether you require full start-to-finish event planning or support with select elements along the way.

Full Planning Services

For full event planning services, we begin with a consultation call to understand your vision and how we can bring it to life. During this conversation, we explore key details including your ideal location, guest count, event style, and budget to ensure every element is aligned from the start.

To secure your date and begin the planning process, we take a deposit that also covers the first 10 hours of initial planning support.

Venue Selection

For venue selection services, we begin with a consultation call to explore key details including your ideal location, guest count, event style, and budget to ensure every element is considered from the start. Following this, we present 3–5 carefully curated venue options in a comparison chart, outlining the pros, cons, and unique benefits each space offers for your event.

To secure our services and allow us to begin the outreach for venues, we take a deposit that also covers the first 10 hours of initial planning support.

Our total service fee for venue selection is 10% of the venue cost, with a minimum fee equivalent to our service deposit.

Supplier Coordination

For supplier coordination services, we begin with a consultation call to discuss your key requirements – such as décor, furniture hire, catering, and more – ensuring every detail is considered from the outset. We then reach out to our recommended suppliers based on your needs and present a full quotation tailored to the services required.

To secure our services and allow us to begin the supplier outreach, we take a deposit that also covers the first 10 hours of initial planning support.

Our total service fee for supplier coordination is 10% of the suppliers accumulated cost, with a minimum fee equivalent to our service deposit.

Event Design

For event design services, we begin with a consultation call to discuss your creative vision – exploring elements such as colour palettes, décor style, florals, layout, and overall atmosphere – ensuring every aesthetic detail is considered from the outset. We then develop an initial design direction and collaborate with our trusted creative suppliers to bring your concept to life, presenting a tailored quotation based on the design elements required.

To secure our services and allow us to begin the design development and supplier outreach, we take a deposit that also covers the first 10 hours of initial planning and design support.

Our total service fee for venue selection is 10% of the suppliers accumulated cost, with a minimum fee equivalent to our service deposit.

Day Of Coordination

For day-of event coordination, we begin with a consultation call to understand your event plans, schedule, suppliers, and any key details that need managing on the day. This allows us to gain a clear overview of your vision and ensures every logistical element is accounted for. We then review all supplier information, create or refine your event timeline, and coordinate with each vendor to confirm responsibilities and timings ahead of the event.

To secure our services and allow us to begin preparing your event schedule and supplier coordination, we take a deposit that also covers the first 10 hours of initial planning and organisational support.

Our total service fee for day-of coordination is our initial deposit, plus an hourly rate of £25 per hour for one co-ordinator. Subsequent staff, where required are at a cost of £14 per hour, plus the necessary travel expenses.

Event Content Creation

For event content creation, we require initial event details such as the event timeline, allowing us to plan intentionally, ensuring we're present for every important detail and that the final deliverables align perfectly with your goals.

To secure our services and allow us to begin planning your content strategy and timeline, we take a deposit that covers the initial preparation and pre-production support of £100.

Our total service fee for event content creation is priced bespoke, based on the duration of the event, the level of coverage required, and the final deliverables you wish to receive.

Branding Services

For branding services, we begin by gathering details about your vision, the specific items you require, and how these elements will enhance the guest experience. This enables us to tailor our recommendations and ensure every branded touchpoint feels cohesive and purposeful. We then explore product options, printing methods, materials, and quantities before presenting a curated quotation aligned with your needs.

To secure our services and proceed with production, payment for the branded items is taken upfront, as once printed your order cannot be cancelled or repurposed.

Our total fee for branding is quoted bespoke, based on the style of products selected, printing techniques, quantities required, and the production timeline.

Payment Terms

A deposit is required to secure any date or service, and no planning, coordination, or production work will commence until this payment has been received, regardless of the event timeline. This deposit secures your booking and allows us to allocate the necessary time and resources to your event.

For branding services, payment is required in full before production begins. As all branded items are custom-made and cannot be cancelled, amended, or repurposed once produced, full payment is essential to proceed.

Staged Payments: For full event planning, invoices may be issued in stages throughout the planning process, with the final balance due no later than 14 days before the event date.

Late Payments: Late payments may result in delays to planning or the suspension of services until the outstanding balance is settled.

Supplier Payments: All external suppliers must be paid directly by the client unless otherwise agreed. We do not make payments to suppliers on your behalf.

Changes to Scope: Any additional work requested outside the agreed scope will be quoted separately and may require additional payment before work begins.

Non-Refundable Fees: All deposits and payments for bespoke or completed work are non-refundable.

Event Cancellation: In the event of a client cancellation, all payments made to date are non-refundable, as time and resources will have already been allocated.

Travel & Expenses: Any travel, accommodation, or additional expenses required for your event will be invoiced to the client and must be paid prior to the event.

Contact

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PA | PLANNING | EVENTS | DESIGN | PRINT