

the Great Big event co
a whole world of events



Overview of Planning

We care about our clients and treat each event with personal attention. When you book your event with us, your dedicated planner & manager will be on hand to provide you with the utmost attention so that your experience with our business is second to none.

For your event planning, this includes:

- Event planning and advice
- Budget planning
- Ideas and concepting with you into progression
- Supplier management (particularly on setup and strike out)
- Catering Planning
- Bars and staff management
- Onsite management on event



Private Parties – Planned & Managed



Whether you're planning an exclusive private party for a special occasion or a large scale event, we'd love to help bring your ideas to life. Our expertise lies in arranging special celebrations. We create unique events that are masterfully planned and tailored to your budget.

Know exactly what you want? In that case, we'll create the best possible version of your vision and guide you throughout.

Let us take the reins so you can relax and enjoy the celebration, confident that everything has been taken care of.

Venue Planning

- Venue search and recommendation
- Budget planning
- Venue pricing and packaging
- Party planning into venue
- Supplier sourcing & management
- Onsite event support & staffing
- Design in venue
- Lighting, prop hire, decoration service
- Live show production
- Entertainment, artist handling



At Home

Having your party at home...your event planner & support team will be on hand for the duration of your event.

We will be on hand to take over the organisation, setup and strike out. We will guide you through the process of the flow, ideas, setup detail and assist with any other suggestions you might like us to consider for you.

Setup of marquees and lighting

Setup is recommended to be completed by mid-afternoon the day prior to your event so we have time to finish up the party dressing and finalise catering areas.

Catering

Our facilities team will arrive to check deliveries and count stock in so when the catering team arrive onsite for the event... there are no hidden surprises!



Bar Planning

Cocktails & Bar

We can offer you a cocktail package, a bar package or a managed bar package.

The most popular is the managed bar package, so you control the purchasing of drinks for our team to handle on your behalf onsite.



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