




RIAH

Our motto is **LUXURY**, **UNITY** and **COMMITMENT** as we ensure that any event you set out to have is elegant, stress free and beautifully tailored to you by providing a luxurious experience you and your guests will never forget. We are committed to you throughout the planning and execution as we are not doing it just for you but with you.



Be it wedding, baby shower, bridal shower, birthday party, engagement party or any corporate events, my team and I will structure your ideas into a plan and coordinate every aspect of the event to make sure your event runs smoothly. We will consult with you on our ideas in relation to yours, and give you a clear picture of a strategic plan that gets you value for your money. We will also keep you up to date in every aspect of the event so you are never caught unaware.



Our Approach

We offer a complimentary initial face to face consultation as we believe all events are personal and we would like to discuss your needs and interest which will assist us in planning a meaningful and elegant event.

Prior to the complimentary consultation, we present you with a proposal with all acquired information for you to review.

Once happy with our proposal, we provide an agreement to be signed by you 'our client' and us 'your planner'

The fun then begins!



Weddings

Weddings are spectacular, magical even, and they are memorable moments in time.

It is a celebration of romance shown by a life long commitment to another for as long as they live. It is a representation of a classic fairy tale, and like all fairy tales before their glorious ending there's usually a test, a quest to be had. The same can be said of the precursor to one's big wedding day. Speaking from first hand experience as a married woman, I can say that planning for a wedding is demanding, it can be painfully aggravating, and time consuming but like I said earlier about fairy tales, the challenges all leads up to a glorious purpose. RIAH is designed to take up those challenges, conquer that quest of planning, set up, management and huge decision making, while we leave you to enjoy the fairy tale ending you truly deserve. We know weddings like the back of our hands, we know about the burden to prepare for one and we know of the joy when it comes down to that day, this is why we are the ideal choice for you.



Wedding Management

This is widely known as On the Day Coordination/ Wedding Coordination. This service is for couples that have completed all their planning and only require professional assistance to run the wedding day and few final touches to the wedding. Can only be booked within 4-6 weeks of the wedding date.



Length of Service:

4- 6 weeks up until the wedding date

- 2 hour consultation
- Vendors recommendation if required
- On the day management of up to 12 hours
- Gather details already planned
- Confirm details and contracts with already booked suppliers
- Provide detailed schedule of the wedding day to include timelines for suppliers
- 1 progress meeting via Phone, Skype or Facetime
- Attendance of wedding rehearsal
- Ensure payments of suppliers and balance
- 1 Venue visit before the event
- Coordinate bridal party
- Coordinate start of wedding ceremony
- Ensure reception venue is set up as required
- Assist with seating guests
- Coordinate start of reception
- Oversee all arrangements on the day discreetly and ensure the day runs smoothly



Full Wedding Planning - Created by RIAH

This service is for the couples who want to leave all the planning in the hands of a professional. We provide guidance throughout the entire process.



Length of Service:

End to End Planning

- Initial in-depth 2-hour consultation in person or via Skype, Facetime to understand requirements
- Budget Implementation and Management
- A detailed proposal based on discussions, for you to approve
- Venue sourcing to match budget and style
- Vendor sourcing and recommendations which will include booking appointments and meetings with selected suppliers, attendance of appointments if required
- Manage and confirm contracts
- Progress meeting carried out once a month via Skype or Facetime
- Guest and RSVP Management
- Guest Lists/ Seating plan management
- Attendance of wedding rehearsal
- Wedding Management
- Planning of engagement/rehearsal dinner*

*At extra cost



Partial Wedding: RIAH Support

This service is for couples who need professional assistance halfway throughout their planning process. Most of the suppliers would have been sourced and venue booked.



Length of Service:

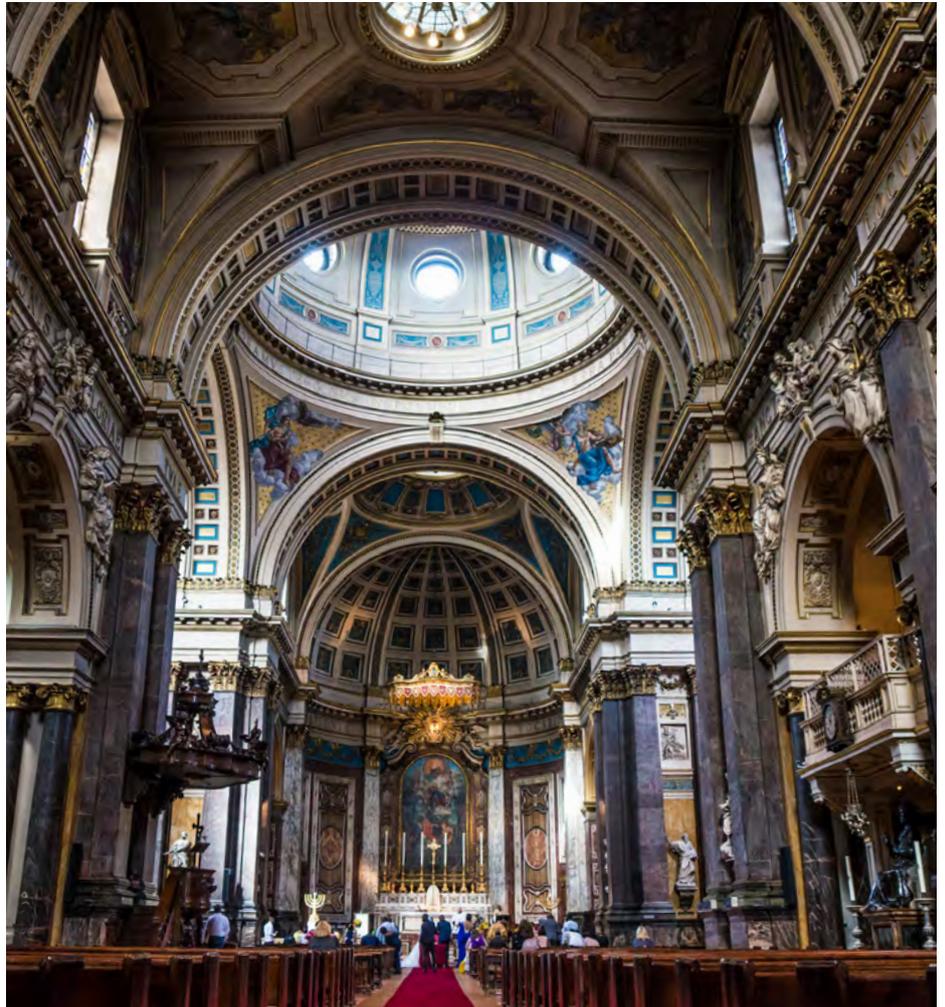
Monthly basis, minimum of 2 months up until the wedding date

- Initial in-depth 2-hour consultation in person or via Skype, Facetime to understand requirements
 - Budget Management
 - Gather details already planned
 - Confirm details and contracts with already booked suppliers
 - Ongoing advice when required
 - Partly Vendors sourcing; up to 4 vendors not already booked
 - Set up meetings with sourced vendors; not including attendance of meetings
 - 1 progress meeting via Phone, Skype or FaceTime
 - Wedding Management
- *At an additional cost**



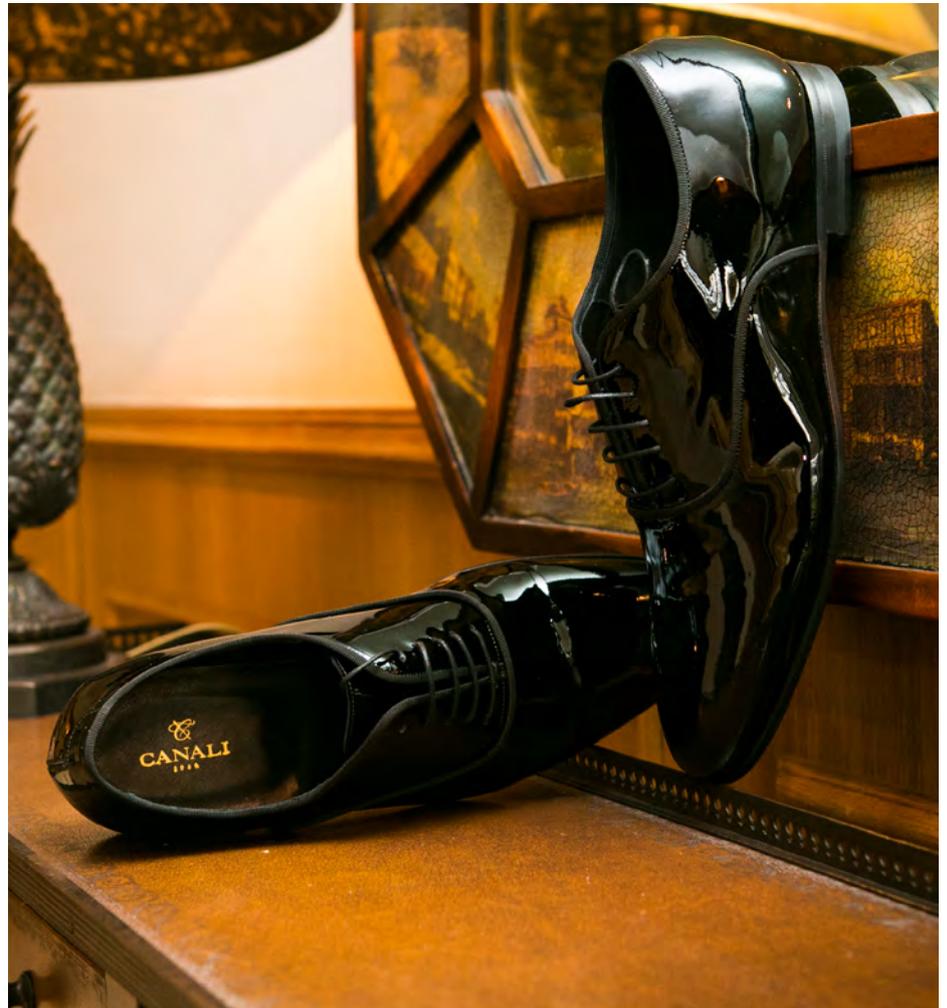
Destination Weddings

We are also more than happy to travel to your secret and grand location for your wedding. We'll put in those travelling pants just for you.



Suited With RIAH

At RIAH, we know that sometimes the groom can be left out and the focus is mostly on the bride. This is why we provide a service for the groom. A luxury shopping experience with the groom at some of London's top tailoring boutique and style advice as well as preparation for the day.



Events & Parties

For your special celebration or corporate events, RIAH can help you create something magical and exquisite.

If you are planning a birthday party, baby shower, bridal shower, special celebration or corporate events, RIAH can help you create something magical and exquisite.

Imagine hosting an event where everyone feels relaxed and important, picture your child walking into his/her birthday celebration with joy, and the excitement of their wildest dream themed party becoming a reality. Imagine a mother-to-be feeling overwhelmed with all the gifts and presence of her good friends at her baby shower and having a memorable time before the delivery of her baby.

Length of Service:

Ongoing basis depending on when booked



This service will be bespoke to your requirements but will include:

- Venue Sourcing
- Vendors Sourcing and recommendations
- On the Day Coordination/ Event Management
- Guests List Management
- Shopping List Management



Notes on Our Services & Fees



- Fees exclude additional expenses that will be incurred during the week or on the day of the event; such as travel costs
- Face to Face consultation is only within London area
- Where the location of the event is more than 40 miles distance of RM6 postcode in London, there will be a reasonable travel and accommodation costs to be applied
- For all wedding fees, this will include my availability and specific numbers of my team on the Wedding Day.
- For Destination Weddings, a reasonable travel and accommodation fees will apply



Payments Schedule



- A retainer fee of 50% of the total fee will be required to secure your booking with us.
- Further payments of 50% will be due at 2 intervals, latest 1 month before the Event.
- Final invoice will be sent 1 week after the event which will cover expenses incurred during the week or on the day of the event if any.





w: riahevents.com | e: tobi@riahevents.com | m: +44 (0) 7534 193 866