

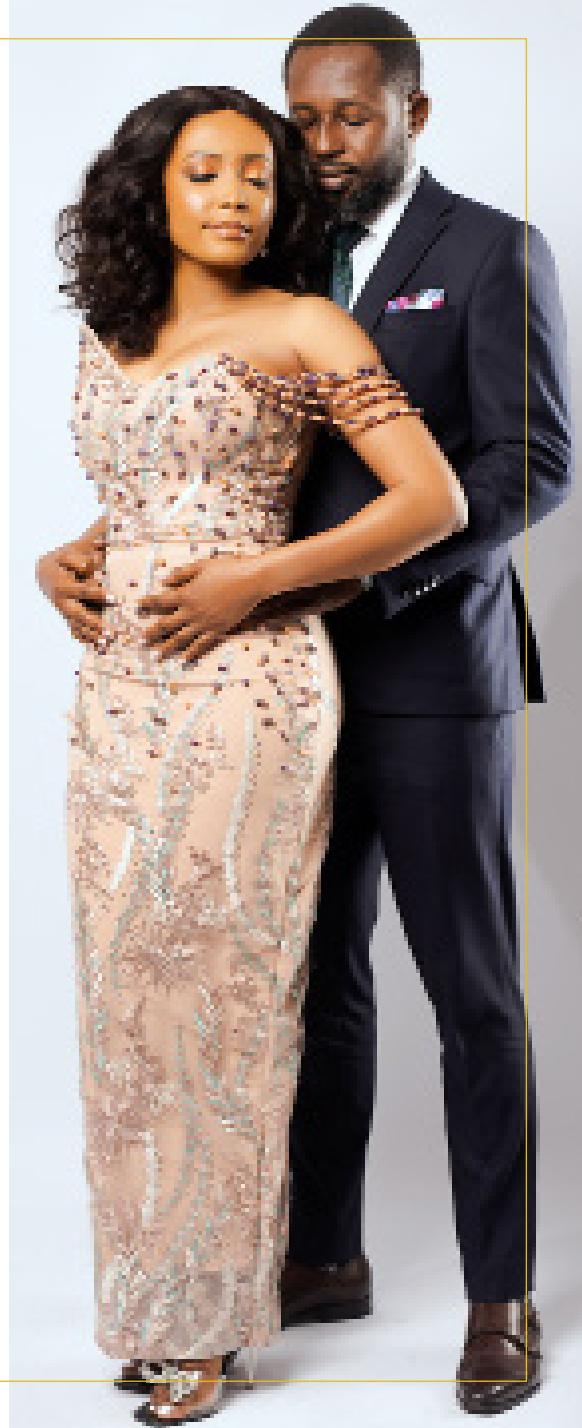
maapz
UNIQUELY CRAFTED EVENTS

Who we are

Welcome to Maapz Events. Our event planning suite caters for all corporate, social and personal event planning needs. Wedding planning forms a major part of our service provision.

Our goal is to ensure that our clients have a relaxed look and a stress-free event. We bring a breath of fresh air in the event planning market.

From event branding, decor and planning, invitations, programmes, souvenirs, stationery, to last minute details, we will plan an event with you written all over it.



Why us?

We strive to simplify the lives of our clients and make events delightfully unique through creative vision, beautiful artistry and style, consistent and excellent service and quality at a competitive price. We are here to help you style a uniquely exquisite event. From modern to elegant, rustic to vintage, we'll set the tone for your special day.

Our team of experts come with many years experience in the events and wedding planning field. We are passionate about offering amazing designs, incredible quality and helping you bring to life a truly one-of-a-kind celebration. Welcome on board!







Our Services

EVENT PLANNING & COORDINATION

We utilise our expertise to plan successful and memorable events such as weddings, receptions, conferences, workshops, birthdays, anniversaries, company picnics and award ceremonies.

By combining professionalism, great customer service and experience, we relieve you of the stress associated with planning, sourcing for vendors and coordinating the events, thereby, providing quality results ... every time.

EVENT DESIGN & STYLING (DECOR)

Our creatives focus on creating stunning visual displays at your event. We source the best linens, flowers, and accents (table numbers, signage, etc) in order to bring your design to life. From your colours to your theme, we create a cohesive brand for your soiree. Let us transform your space.

STATIONERY & EVENT BRANDING

Our full suite of customizable products includes everything from invitations, backdrops, ceremony programmes, menu cards, table numbers, name place cards, favour boxes and other stationery to reflect the event. Our creative team is very equipped to work with our clients (social and corporate) to develop an entirely new identity or use their existing branding to develop bespoke printed and digital collections, paper suites and accessories.

Planning & Coordination

Platinum - GH¢ 18,000

This service is mostly suited to clients who are not ordinarily in the country, or are busy and prefer to take a backseat while we do all the legwork and provide updates via email and phone. It covers both traditional and wedding ceremonies for up to 200 guests. Every addition of up 50 guests attract a Ghc500 charge extra.

The service entitles you to:

1. A full-service consultation from three (3) to twelve (12) months to your event to help you clarify your event day priorities, including discussion of theme, colour, style, event design and mood board as well as event budget determination and tracking.
2. Creative ideas and two (2) venue design options that fit your preferred event venue, guest number, theme, mood and look.
3. Event venue recommendations and vendor referrals of our Top class approved vendor list. We will offer you guidance in selecting a venue and event professionals who fit your individual style and budget. This includes photography, catering, stationery, video, MC, entertainment, etc.
4. Consultation with approved vendors, supplier briefing and contract negotiations on your behalf and facilitation of payments to these vendors per agreed terms of payment.
5. A visit to selected venue for venue review prior to the event day.
6. Development of an event timeline or running order for contracted vendors and suppliers.
7. Follow up phone calls to all contracted vendors and suppliers before the day of event to ensure a full understanding of roles.
8. Up to 12 hours of on-site coordination of all vendors during event per your briefing and vendor assistance in event of any uncertainties or emergencies.
9. See to the smooth running of event.
10. Direct and oversee venue set up and styling of event site in line with your brief/mood board.
11. Distribution of stationery and favour items (table names, place cards, favours, etc.) per your instructions.
12. Direct MC in coordinating schedule of event, announcements and entertainment during the event per programme outline.
13. Ensure that adequate arrangements are made with the venue manager to return any personal or rented items to rental companies involved with the event and sign off any damages on your behalf using money from your emergency cash bank.
14. Be adequately prepared to meet any emergency situation that may arise and offer alternativesuggestions where necessary.
15. Provide dowry bearers for traditional marriage and ushers for both events.

Gold - GH¢ 14,000

This services is recommended for couples looking to host one ceremony only, either a traditional or wedding ceremony for up to 200 guests. Every addition of up 50 guests attract a Ghc500 charge extra.

This service entitles you to:

1. A service consultation at least six (6) months to your event to help you clarify your event day priorities, including discussion of theme, colour, style, event design and mood board as well as event budget determination and tracking.
2. Creative ideas and two (2) venue design options that fit your preferred event venue, guest number, theme, mood and look.
3. We will offer you guidance in selecting event professionals who fit your individual style and budget. This includes photography, catering, stationery, video, MC, entertainment, etc.
4. Consultation with approved vendors, supplier briefing and contract negotiations on your behalf and facilitation of payments to these vendors per agreed terms of payment.
5. A visit to your selected venue for venue review prior to the event day.
6. Development of an event timeline or running order for contracted vendors and suppliers.
7. Follow up phone calls to all contracted vendors and suppliers before the day of event to ensure a full understanding of roles.
8. Up to 12 hours of on-site coordination of all vendors during event per your briefing and vendor assistance in event of any uncertainties or emergencies.
9. See to the smooth running of event.
10. Direct and oversee venue set up and styling of event site in line with your brief/mood board.
11. Distribution of stationery and favour items (table names, place cards, favours, etc.) per your instructions.
12. Direct MC in coordinating schedule of event, announcements and entertainment during the event per programme outline.
13. Ensure that adequate arrangements are made with the venue manager to return any personal or rented items to rental companies involved with the event and sign off any damages on your behalf using money from your emergency cash bank.
14. Be adequately prepared to meet any emergency situation that may arise and offer alternative suggestions where necessary.



Silver - GH¢ 8,000

This is a month of coordination service and is recommended for couples looking to host one ceremony only, either a traditional or wedding ceremony for up to 200 guests. Every addition of 50 guests attract a Ghc500 charge extra.

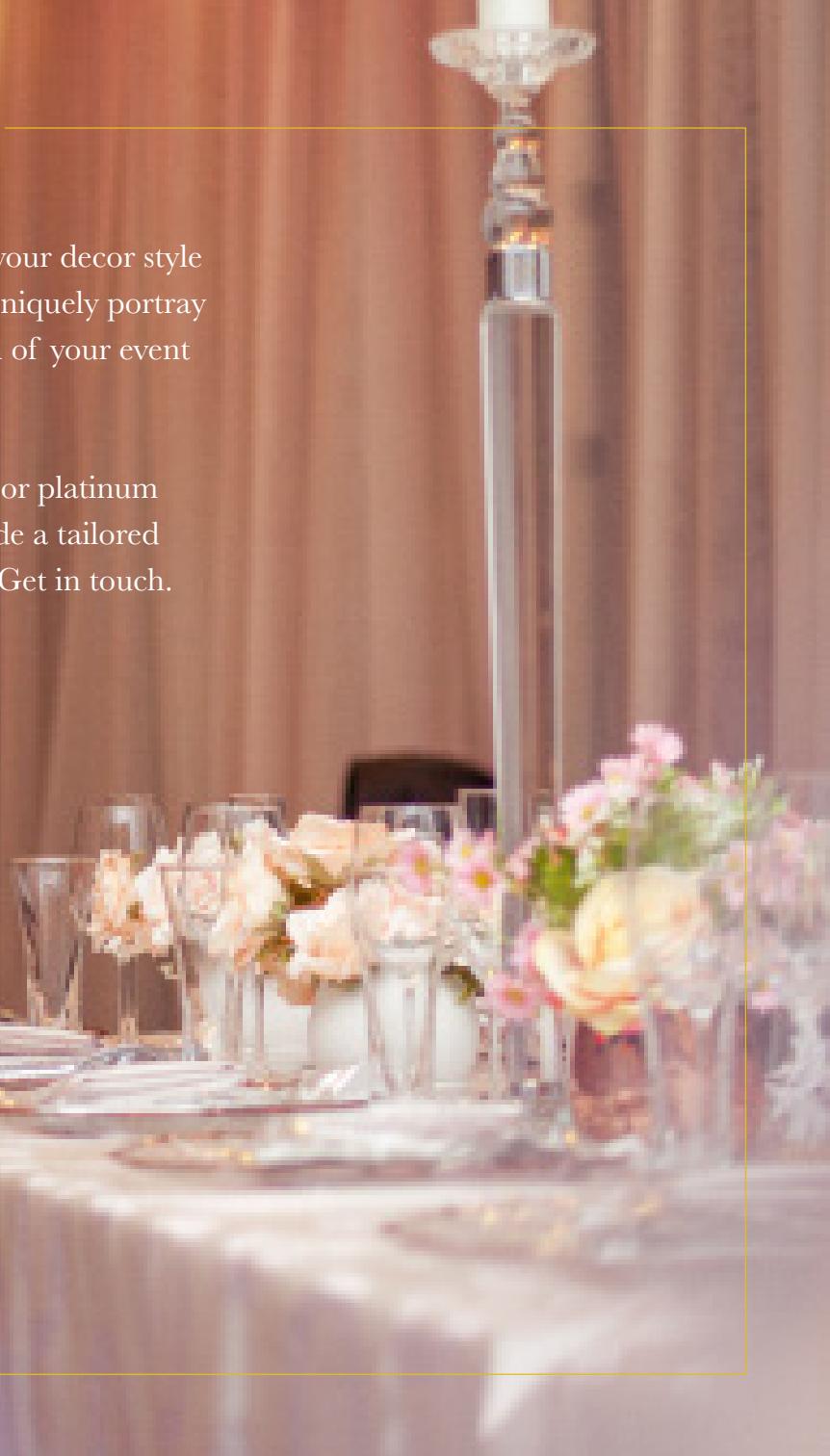
This service entitles you to:

1. A service consultation at least a month(1) to your event to help you clarify your event day priorities, including discussion of theme, colour, style, event design and mood board.
2. Up to 12 hours of on-site coordination of all vendors during event per your briefing and vendor assistance in event of any uncertainties or emergencies.
3. See to the smooth running of event.
4. Direct and oversee venue set up and styling of event site in line with your brief/mood board.
5. Distribution of stationery and favour items (table names, place cards, favours, etc.) per your instructions.
6. Direct MC in coordinating schedule of event, announcements and entertainment during the event per programme outline.
7. Ensure that adequate arrangements are made with the venue manager to return any personal or rented items to rental companies involved with the event and sign off any damages on your behalf using money from your emergency cash bank.
8. Be adequately prepared to meet any emergency situation that may arise and offer alternative suggestions where necessary.

Event Design

Our event design service focuses on your decor style and the aesthetics of the event. We uniquely portray your vision through a transformation of your event space. Let us help you style your day.

You can choose from our silver, gold or platinum package offerings. We can also provide a tailored service based on your requirements. Get in touch.



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Our Booking Policy

Kindly get in touch with us to arrange a meeting so we can discuss the details of your event.

Terms of Payment

An initial non-refundable consultation fee of GHc500 (to be deducted from clients chosen package) will be required to kick start the planning process.

For the entire list of services detailed above you will pay Maapz Events an event planning design and production rate per your chosen service package. EXTRA in-person consultations in your home, office or location of your choice within Accra Metropolitan area will be available at GHc350 and at least GHc1000 if outside Accra to cover professional time, travel and OPE. EXTRA in-person consultations held at our offices with a member of our team during business hours are free of charge. In the instance that the event occurs outside Accra-Tema Metropolitan area, the client will be responsible for all flight/travel and accommodation expenses for the required production team during venue review trips and during the event. Maapz Events has the full right to reject transportation and accommodation arrangements offered by the client if the service booked is deemed unacceptable and unsafe.

A non-refundable retainer in the amount of 50% upon agreement of your selected event package will be required before commencement of the planning process. The remaining 50% will be added to your final event budget and deducted from your first payment. For late bookings confirmed less than 3 months to the event, we will require full payment before commencement of work. Quotes are valid for 14 days.

Additional Terms:

We understand that our role will be that of event planners, designers and coordinators. We will be responsible for ensuring that all payments due to vetted associate service providers/vendors are made in time and that the contracted services are supplied to the best of our ability. This is with the understanding that scheduled payments on your selected event budget options are equally made on time. In all instances, we will recommend only the finest event professionals based on our previous work experience and industry knowledge but cannot guarantee a third-party service providers performance or product.

It is our client's responsibility to provide us with contact names, telephone numbers and scheduled timetables for any service providers directly contacted by you who will be involved with the event no later than 14 working days prior to the event or upon the acceptance. In the event a venue coordinator is on site, we will work with you and the coordinator as deemed necessary.

Payments of required deposits constitutes an understanding and acceptance of the full terms and conditions of this agreement. Any changes made to this letter of agreement must be made in writing and signed by both parties.

You may cancel this agreement, in writing and for any reason. In the unlikely event that the event is cancelled, refunds are limited to unearned fees, funds in excess of unused or non-refundable fees and out-of-pocket expenses.

Should you cancel less than two months before the event - except for the death of a member of immediate family - there will be no refund. If the event is not cancelled there will be no refund. If an act of God, such as fire, flood, earthquake or other natural calamity should cause you to cancel your event; we will require payment only for the time actually spent planning your event. This agreement will terminate automatically upon completion of the services required by this letter of agreement.

Maapz Events has the right to publish photos and or videos taken of the service provided and of the clients for use in advertisements and brand promotion on print, social media, web platforms and other promotional materials. A fee of Ghc10,000 will be charged if client opts for exclusivity or requests Maapz Events to waive its rights to publish.

Terms of Termination

This agreement shall be effective on the date hereof and shall continue until the date of the event unless terminated sooner. If the client terminates this agreement for any reason more than 10 days before the scheduled event, the client will forfeit the deposit paid to the event planner and the client shall reimburse Maapz Events for all outstanding out-of-pocket expenses. If the client terminates this agreement for any reason within 10 days of the scheduled event, the full fees will be made payable to Maapz Events and the client shall reimburse Maapz Events for all outstanding out-of-pocket expenses.

Relationship of the Parties

The parties acknowledge and agree that the services performed by Maapz Events, its employees, subcontractors or agents shall be as an independent contractor and that nothing in this agreement shall be deemed to constitute a partnership, joint venture or otherwise between the parties.

Confidentiality

Neither party will disclose any information of the other which comes into its possession under or in relation to this agreement and which is of a confidential nature.

Miscellaneous

The failure of either party to enforce its rights under this agreement at any time for any, shall not be construed as a waiver of such rights.

If any part-time or provision of this agreement is held to be illegal or unenforceable neither the validity or enforceability of this agreement shall be affected.

This agreement constitutes the entire understanding between the parties relating to the event and supersedes all prior representations negotiations or understandings with respect to the event.

Neither party shall be liable for failure to perform any obligation under this agreement if the failure is caused by any circumstances beyond its reasonable control including but not limited to force majeure, acts of God, war or industrial dispute.



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Maapz Events

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