

A Wedding for Paul and Eva

Presented by: Team Olive



Course: MGMT3050 Project Management

Students: Gerald Iwumnune, Fidelia Okutu, Keith Newsome

Date: November 25, 2025

Table of Contents

1.Product Overview	3
.....	3
2. Product Objectives	4
3. Project Scope.....	5
Introduction:	5
3.1 In-Scope Activities:	5
3.2 Out of Scope Activities:	5
3.3 Assumptions & Constraints:	5
4. Work Breakdown Structure (WBS).....	6
4.1 Hierarchical Breakdown:	6
4.2 WBS Diagram	6
5. Activity List.....	7
6. Activity Sequencing.....	8
7. Network Diagram	9
8. Project Schedule.....	10
9. Resource Plan.....	11
10. Cost Estimate and Budget	12
10.1 Cost Breakdown	12
10.2 Time-Phased Budget	12
10.3 CBC Curve	12
.....	Error! Bookmark not defined.
11. Risk Assessment Matrix.....	13
11.1 Risk Identification	13
11.2 Likelihood & Impact	13
11.3 Mitigation of Risk	13
12. Project Success Criteria.....	14
Measurement Approach	Error! Bookmark not defined.
13. Appendices	16
14. References	27

1.Product Overview

Introduction

This project focuses on planning and executing a wedding reception for Paul and Eva on December 13th, 2025, at the Greenhouse on Strawberry Lane in Berwick, Nova Scotia. This event will have an emphasis on a rustic yet a elegant and beautiful setting that reflects tradition and heritage.



Purpose and Significance

The wedding reception is supposed to be more than a celebration as the location at the Greenhouse is a tribute to Eva's grandfather and his legacy as a farmer. The venue choice should symbolize warmth, simplicity and nature that creates an intimate atmosphere that creates a lasting memory.

Key Highlights

- Date: December 13th, 2025.
- Venue: Greenhouse on Strawberry Lane, Berwick, Nova Scotia.
- Guest Count: 50 Family Members and Guests.
- Wedding Theme: Rustic elegance with family heritage.

2. Product Objectives

Overview

The product objectives help guide the planning process to assist in ensuring a stress-free, meaningful and memorable event for Paul and Eva.

Objectives

- Deliver a stress-free and well-coordinated wedding reception.
- Celebrate Paul and Eva's love story and family heritage.
- Ensure an unforgettable experience for family and guests

How Objectives Shape Planning Process

These objectives help influence vendor selection, décor choice and timeline management, ensuring that every detail is considered and aligns with Paul and Eva's wedding of their dreams.

3. Project Scope

Introduction:

The project scope will define the boundaries of what will and not be included in the wedding reception planning, ensuring that there are clarity of information and a prevention of scope creep. It will keep the project aligned with its set objectives and budget.

3.1 In-Scope Activities:

- Venue setup and décor
- Catering for 50 guests
- Invitations design and distribution
- Photography and Videography

3.2 Out of Scope Activities:

- All vendors will be available and reliable.
- Venue remaining functional for event date
- Guest and family attendance not exceeding 50.

3.3 Assumptions & Constraints:

- Fixed date is set at December 13th, 2025
- Budget restrictions and limit on how much Paul and Eva are considering spending.
- Venue rules such as on décor or a noise curfew



4. Work Breakdown Structure (WBS)

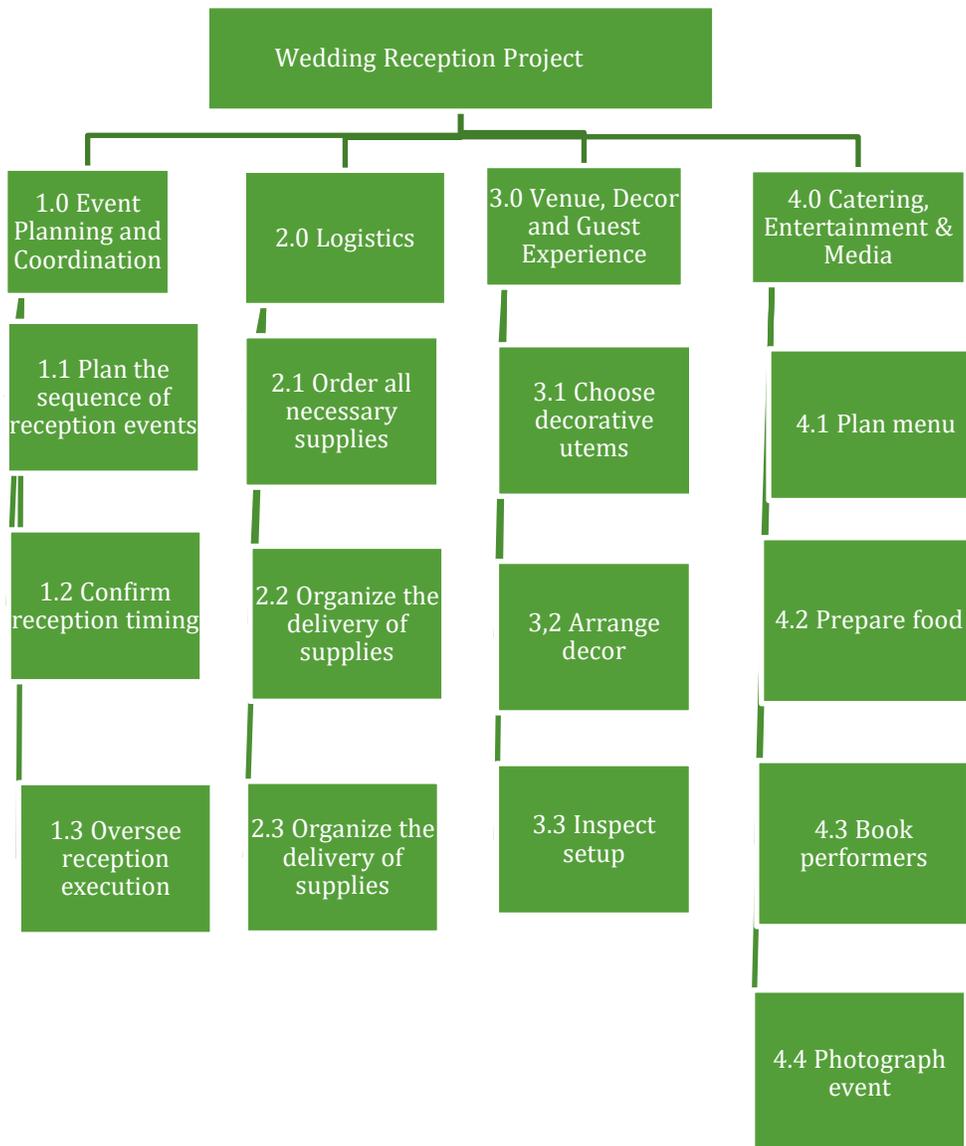
4.1 Hierarchical Breakdown:

The work breakdown (WBS) for the wedding reception project is organized into a clear hierarchy. At the top level is the Wedding Reception Project, which is divided into four major deliverable categories.

- **Event Planning & Coordination** – Scheduling and managing the flow of events.
- **Logistics** – Ordering and arranging supplies for the reception.
- **Venue, Décor & Guest Experience**- Creating ambiance and ensuring guest comfort.
- **Catering, Entertainment & Media**- Provide food, entertainment and media coverage.

Each category is broken down into tasks like arranging décor and coordinating entertainment so that there is clarity and accountability and ensuring efficient project execution.

4.2 WBS Diagram



5. Activity List

Contextual Overview

This activity list outlines the tasks that are required to plan and execute the wedding reception. Each activity is aligned with a specific, determined role and estimated duration and predecessor tasks that are necessary to ensure the appropriate sequencing. The list supports scheduling, resource allocation, and dependency management for a smooth event flow.

Reception Activities – Ordered Summary

1. Plan the sequence of reception activities
2. Coordinate timing of speeches, cake cutting and wedding party
3. Confirm schedule with vendors and wedding party
4. Outline the order of events for the reception
5. Assign specific activities staff positions and participants
6. Brief staff and participants the agenda of the event to ensure smooth flow of wedding
7. Order all necessary supplies for the reception
8. Arrange supplies at the venue according to the setup plan
9. Check that all supplies are delivered in complete and good condition.
10. Hire the required staff needed for reception
11. Assign roles and responsibilities to staff
12. Train or brief staff on duties and reception flow
13. Install lighting fixtures and equipment in the reception area
14. Test lights for brightness and coverage
15. Adjust lighting during event moments
16. Choose decorative items such as flowers, the centerpiece and linens with couple
17. Arrange decorations according to the theme and layout.
18. Check the setup décor to make sure its aligned and properly presented
19. Arrange tables and chairs for easy movement and accessibility.
20. Assign seating plan of guests to the tables
21. Inspect to ensure that everyone is in the right spot and that no-one will have issues accessing their seat.
22. Set the temperature to adequate temperature
23. Adjust heating and cooling during the event
24. Plan dishes, drinks and desserts
25. Design menu and beverages for serving at the wedding
26. Approve the final menu and drinks with the couple and catering team
27. Prepare food and beverages to serve
28. Distribute meals and drinks to guests
29. Clear dishes and utensils promptly
30. Book performers, musicians, or DJs are needed for the event.
31. Coordinate performance timing with the reception schedule.
32. Rehearse performance for smooth execution.
33. Photograph key moments and guests
34. Record videos of speeches and dancing
35. Edit photos and videos after the reception.

6. Activity Sequencing

Activity sequence ensures that all tasks are arranged in a logical order to maintain workflow efficiency and to avoid delays. It identifies the dependencies between both activities and supports accurate scheduling. For the wedding, activity sequencing was based on and will follow the activity list in section 5, which outlines all the required activities for the wedding receptions.

Key dependencies include:

- **Planning tasks** (event sequencing, vendor confirmations) must be completed before you can set up logistics and reach out to prepare the décor setup
- **Decor and lighting installation** must occur before catering is set up
- **Entertainment and technical checks** must be finalized before the wedding begins.

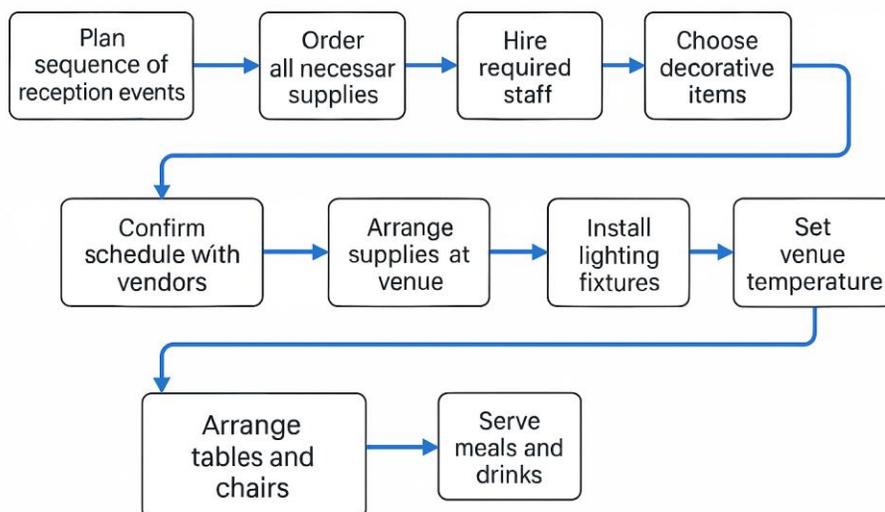
(Refer to Appendix A, for the full network diagram that illustrates the dependencies of activities.)

Predecessor Information

Activity	Predecessor
Order supplies	Plan sequence of events
Arrange supplies at venue	Order of supplies
Install lighting Fixtures	Arrange supplies
Arrange decor	Install Lighting
Prepare Food	Approve Menu

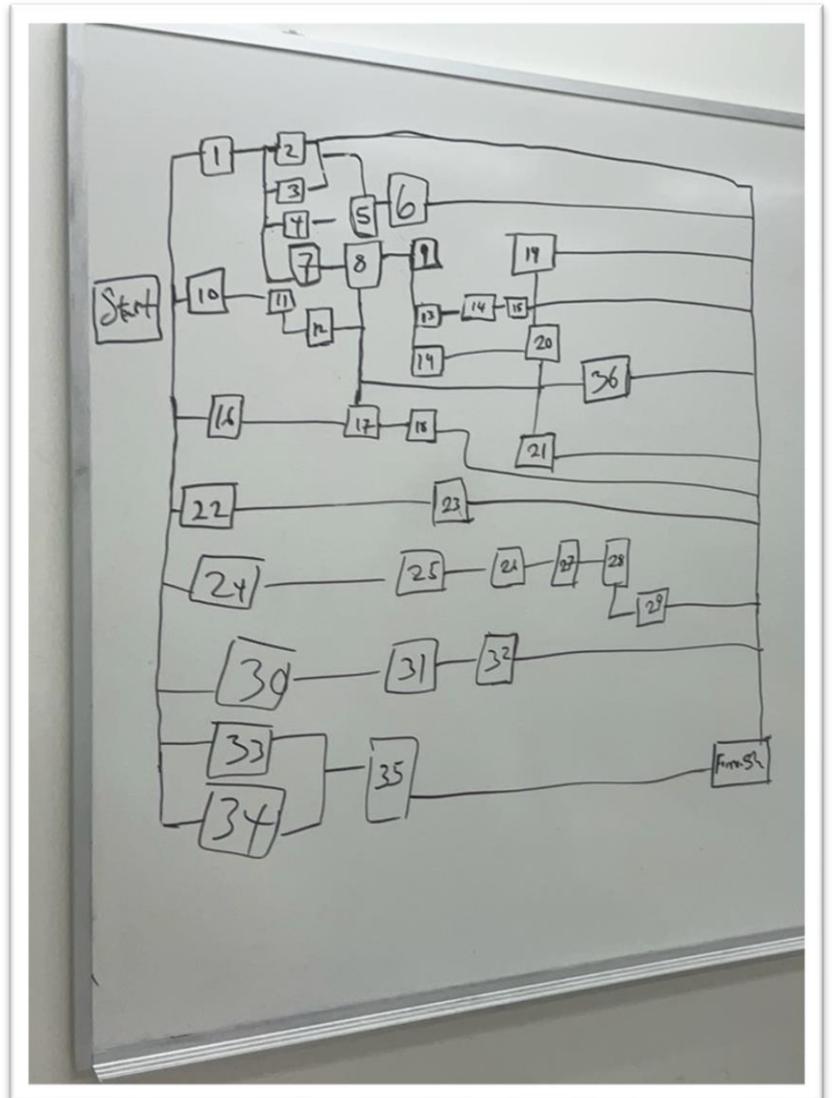
(The complete network diagram illustrates all dependencies is provided in Section 7 and Appendix B)

The activity sequencing outline above establishes what the logical order of tasks and their dependencies will be, which directly informs into the project schedule that is present in Section 8 of the project plan. The Gantt chart in section 8 uses these sequences to allocate the start and finish dates required for each activity.



7. Network Diagram

1. Plan sequence of reception events
2. Coordinate timing of speeches, cake cutting, and dances
3. Confirm schedule with vendors and wedding party
4. Outline order of events
5. Assign specific activities
6. Review agenda
7. Order supplies
8. Arrange supplies at venue
9. Check deliveries
10. Hire staff
11. Assign roles
12. Train staff
16. Choose décor
17. Arrange decorations
18. Check décor setup
13. Install lighting
14. Test lights
15. Adjust lighting during event
19. Arrange tables/chairs
20. Assign seating
21. Inspect seating
22. Set venue temperature
23. Adjust during event
24. Plan menu
25. Design menu layout
26. Approve menu
27. Prepare food
28. Serve meals
29. Clear dishes
30. Book performers
31. Coordinate timing
32. Rehearse performances
33. Photograph event
34. Record videos
35. Edit photos and videos



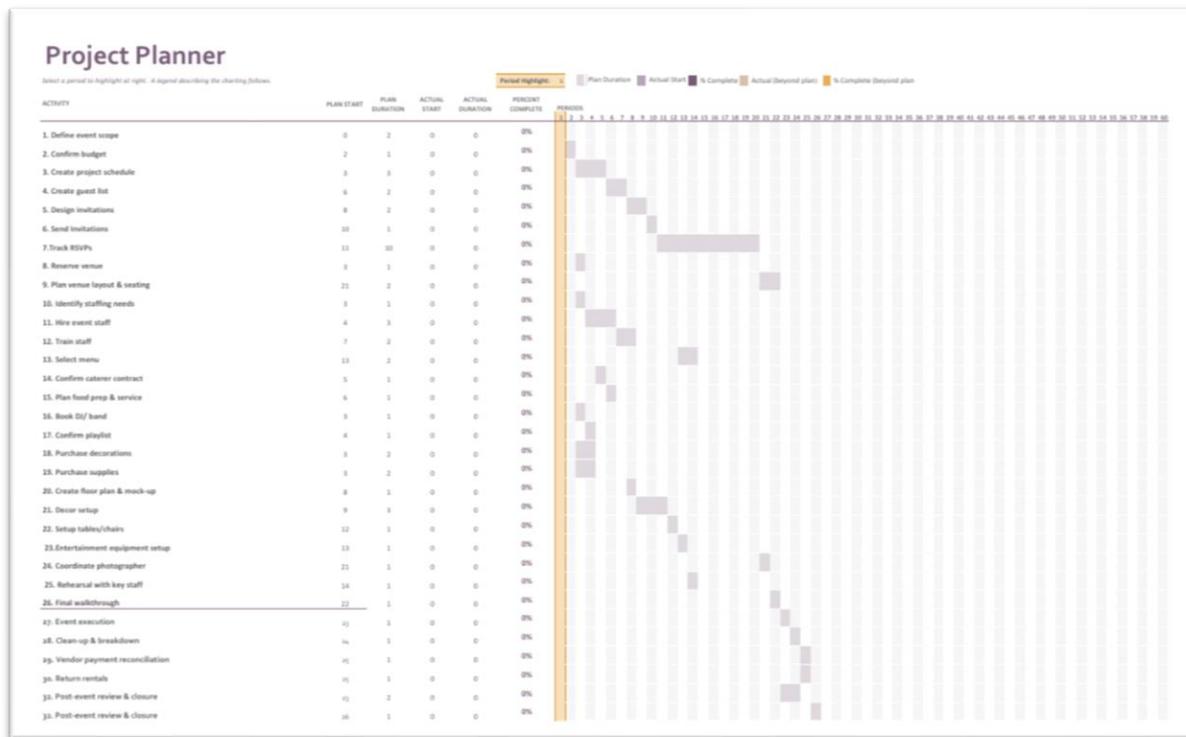
8. Project Schedule

Introduction Paragraph

The project schedule was developed ushering the activity sequencing that was outlined in Section 6 and the network diagram in section 7. It provides a timeline of all major tasks that were required to plan and execute the wedding. The schedule ensures that all activities will be completed in the correct order and within the set deadline of December 13th 2025.

The critical path represents the sequence of tasks that will directly impact the completion date of the project. Any delay in these activities will put the entire project behind. Meaning identifying the critical path will allow the team to prioritize the resources needed and to monitor progress closely.

In wedding projects, the majority of tasks are highly dependent on on another and are tied to an fixed date and event



which reduces flexibility.

Wedding Reception Chart with Event Execution Milestone and Critical Path Highlighted

]

Schedule Analysis: ES/EF, LS/LF and Total Slack

The schedule analysis table below displays the highlight and critical path activities that have no available float.

Activity	ES	EF	LS	LF	Slack
Plan sequence & confirm schedule	0	3	0	3	0
Order supplies	3	7	3	7	0
Install lighting	7	9	7	9	0
Arrange tables	9	10	9	10	0
Prepare Catering	10	11	10	11	0
Coordinate Entertainment	11	12	11	12	0
Last Walkthrough	12	13	12	13	0

9. Resource Plan

Intro Paragraph

The resource plan identifies the people, materials and equipment that is required for the wedding project and assigns the right responsibilities to ensure smooth project execution. It ensure that each task is assigned to the correct role and that the correct resources will be available to the staff member when needed. This is done by clearly defining responsibilities and requirements needed for activities to succeed. The plan supports an efficient coordination and ensure timely completion of all activities. Resource allocation is aligned with the Work Breakdown Structure and Project Schedule to keep consistently across the project and to prevent delays.

Role	Assigned To	Responsibilities	Resources Needed
Event Manager	Gerald Iwummune	Overall coordination and vendor communication	Laptop, Phone, Schedule Docs
Logistics Coordinator	Fidelia Okutu	Décor setup and supply delivery	Décor Items, Transport Tools
Catering Lead	Keith Newsome	Menu planning food preparation	Kitchen Equipment, Catering Staff
Entertainment Lead	Fidelia Okutu	Music and performance coordination	Sound System, Backup Microphones
Finance Lead	Gerald Iwmune	Budget tracking, payment processing	Budget Sheet, Payment System.
HR Coordinator	Keith Newsome	Staff hiring and training	Staff Roster, Training Materials

Materials and Equipment Summary

In addition to Human Resources the project will require décor items such as flowers, linen and any centerpieces. Catering equipment such as serving dishes and utensils, audio and vision equipment such as microphones and speakers, and venue essentials that aren't already provided such as lighting. These resources will be coordinated between vendors and managed by assigned positions. This resource allocation aligns with the Work Breakdown Structure and the project schedule provided to ensure an completion of tasks.

10. Cost Estimate and Budget

10.1 Cost Breakdown

Category	Estimated Cost (CAD)
Venue Rental	\$1,500
Catering 50 Guests @ 50\$	\$2,500
Décor and Flowers	\$800
Photography & Videography	\$1000
Entertainment	\$600
Invitations & Stationery	\$300
Miscellaneous Funds & Contingency Fund	\$670
Total Estimated Cost	\$7370

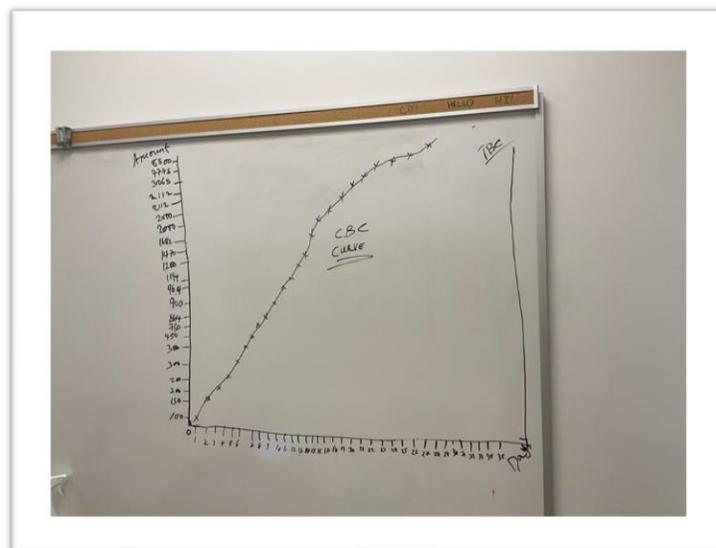
10.2 Time-Phased Budget

Phase	Timeline	Cost Allocation
Initial Planning	Nov 26 2025 - Dec 1 2025	\$500 Invitation Deposit
Booking Vendors	Dec 2 2025 - Dec 5 2025	\$3000 for Venue, Catering and Deposits
Décor & Setup	Dec 6 2025 - Dec 10 2025	\$1,000
Final and Outstanding Payments	Dec 11 2025 - Dec 13 2025	\$2,870

10.3 CBC Curve

Data Summary

Phase	Cumulative Cost (CAD)
Initial Planning	\$500
Vendor Booking	\$3500
Décor and Setup	\$4500
Final Payments	\$7370



11. Risk Assessment Matrix

11.1 Risk Identification

The following risks were identified for the wedding reception based on the scope, timeline, and resource constraints.

- Severe weather
- Missing liquor license
- Vendor surcharge or hidden fees
- Late delivery of décor items
- Caterer cancels at the last minute
- Staff Shortage
- HVAC failure
- Microphone failure
- Transportation delays or accessibility issues
- Entertainment cancellation
- Missed food accommodations
- Negative reviews post-event
- Banking information breached
- Protest of event near venue

11.2 Likelihood & Impact

Risk	Likelihood	Impact
Severe Weather	Medium	High
Vendor surcharge	Medium	Medium
Late décor delivery	Medium	Medium
Caterer cancellation	Low	High
Staff Shortage	Medium	Medium
Microphone Failure	Medium	Medium
Entertainment Cancels	Low	High

(Refer to appendix for full likelihood and impact rating for all identified risks.)

11.3 Mitigation of Risk

- Severe Weather – Reserve tents or reorganize outdoor photos for indoors.
- Vendor Surcharges – Include penalty clauses in contract, maintain a 10% contingency fund.
- Late décor delivery – Track online cracking and have a local backup supplier
- Caterer Cancellation- Keep backup caterer on soft-hold in case of last-minute cancellation.
- Staff shortage – Cross-train staff and keep spare staff on call on the day of.
- Entertainment Cancel – Secure backup performers and include penalty clauses, and maintain contingency fund
- Microphone failure – Test equipment at sound check has backups just in case.

(Refer to Appendix B for detailed mitigation actions and triggers)

12. Project Success Criteria

Introduction

Defining a successful criterion ensures that the wedding project meets its objective and delivers a memorable experience for Paul and Eva. These set criteria provide measurable benchmarks across cost, schedule, quality, and guest satisfaction, allowing the project team to evaluate performance effectively.

Key Success Criteria

1. Budget Compliance

- The total project cost must not exceed the price of \$7,500.
- All expenses tracked must be tracked against the approved project budget.

2. Schedule Adherence

- All planning and setup of the wedding must be completed by December 12th. 2025. One day before the event starts
- No critical tasks must remain incomplete on the day of the wedding.

3. Quality Standards

- Décor and catering meet the agreed specifications and reflect the suitable theme
- Vendor services are delivered as per contract without significant delays.

4. Guest Satisfaction

- At least 90% positive feedback from attendees via the post-event survey
- Guests experience a smooth event flow, comfortable seating and timely service.

5. Risk management

- No critical disruptions occurred during the event.
- Contingency plan put in place for minor issues such as décor and delays

6. Compliance and Safety

- All legal requirements (e.g. liquor license) are met before the wedding
- Venue safety and accessibility were maintained throughout the wedding

12.1 Measurement Approach

To evaluate the project's success the following methods will be applied.

Budget – Compared costs against approved budget sheets

Schedule – Validate the completion of tasks against the project guideline

Quality - Conduct final inspections of décor, catering and technical setups before wedding.

Guest Satisfaction - Collect feedback immediately after the event

13. Appendices

Appendix A Project Charter

A WEDDING PLAN FOR PAUL AND EVA PROJECT CHARTER WEDDING RECEPTION PARTY FOR PAUL & EVA

1. Project Title

Wedding Reception Party for Paul & Eva

2. Purpose

The purpose of this project is to plan and execute a memorable wedding reception party for Paul and Eva on December 13, 2025. Paul and Eva will celebrate their love in a warm and intimate gathering of 50 guests. Choosing Greenhouse on Strawberry Lane in Berwick is a heartfelt tribute to Eva's late grandfather, whose life as a farmer inspired the farmland setting. The reception will create lasting memories while honouring family traditions and values.

3. Description

The project is focused on hosting a reception party filled with joy, laughter, and meaningful connections. Guests will enjoy delicious food, music, and a rustic yet elegant farmland atmosphere. The event will blend simplicity with elegance, reflecting Paul and Eva's personalities and their wish to keep things close to nature.

4. PROJECT Objective

To provide a smooth, stress-free, and heartfelt wedding reception that celebrates Paul and Eva's love story, honors family heritage, and gives guests an unforgettable experience.

5. Success Criteria / Expected Benefit

- ❖ Guests experience seamless hospitality
- ❖ Reception reflects family heritage
- ❖ Vendors deliver quality services on time ❖ Positive feedback from Paul, Eva, and the guests
- ❖ Service delivered on time, within budget, and with care.

Date:

Dec 13, 2025

Budget

\$50,000

6. Funding

Primarily funded by Eva's parents, with additional contributions from Paul and Eva. The budget covers: Catering, Rentals, Décor, Photography/Videography, Entertainment, and Event Coordination.

*Vendor selections will be based on quality and alignment with the budget.

7. Major Deliverables

- ❖ Invitation suite (design, print, mailing)
- ❖ Catering menu and service (50 guests)
- ❖ Event theme and decoration plan
- ❖ Wedding day timeline
- ❖ Vendors contact list & emergency plans
- ❖ Photography/videography package
- ❖ Music/Entertainment (DJ or live band)
- ❖ Rental services (tables, chairs, tents)
- ❖ Day of coordination and logistics

8. Acceptance Criteria

The reception party will be considered successful if it meets the couple's expectations, remains within budget, and is delivered on schedule.

- ❖ It meets or exceeds the couple's expectations.
- ❖ It remains within the approved budget. ❖ It is delivered on schedule without major disruptions.

9. Milestone Schedule

Project Baseline Plan (TPS Part C due date) October 2025

Milestone Target Date Notes Vendor Selection September 2025

Shortlist and initiate vendor agreements Contracts Finalized September 2025

All key vendors are locked in Project Baseline Plan (TPS Part C Due) October 2025

Submit baseline project plan Final Walkthrough November 2025

Venue and vendor final checks Invitations Sent November 2025

Mail/email guest invites Decorations & Rentals Confirmed October 2025

Theme, rentals, and vendors confirmed Photography / Entertainment Confirmed October 2025

Contracts signed, Final Payments Due November 2025

All vendor balances are settled, Rehearsal & Final Run December 2025

10. Key Assumptions

- ❖ All vendors will be available and reliable. ❖ The venue remains available and functional on the event date.
- ❖ Final guest attendance will not exceed 50.

11. Constraints

- ❖ Fixed date: December 13, 2025 (non-flexible)
- ❖ Limited guest capacity due to the size of the venue
- ❖ Budget restrictions
- ❖ Legal/permit requirements (e.g., liquor license)
- ❖ Time-sensitive vendor deadlines
- ❖ Venue Rules (e.g., décor limitations, noise curfew)

12. Major Risks

Risk Likelihood Impact Mitigation Strategy

Vendor cancellation Medium High Maintain backup vendor list; require refundable deposits

Bad weather (outdoor

venue) High High Secure tents or an indoor backup plan

Budget overrun Medium High Closely monitor spending; maintain a 10-15% contingency fund

RSVP issues

(over/under)

Medium Medium Use RSVP tracking tools; buffer catering for ±5 guests

Transportation failure Low High Book reputable providers; confirm logistics ahead of time

Day-of timeline delays Medium High Include buffer time; assign a day-of Coordinator

13. Approval Requirements

- ❖ All deliverables must meet acceptance criteria (see section 8)

- ❖ Final budget review and sign-off by Paul & Eva
- ❖ Sponsor (family/funding stakeholder) final sign-off ❖ Any scope changes must be formally approved before inclusion

14. Project Manager
Olive Concept

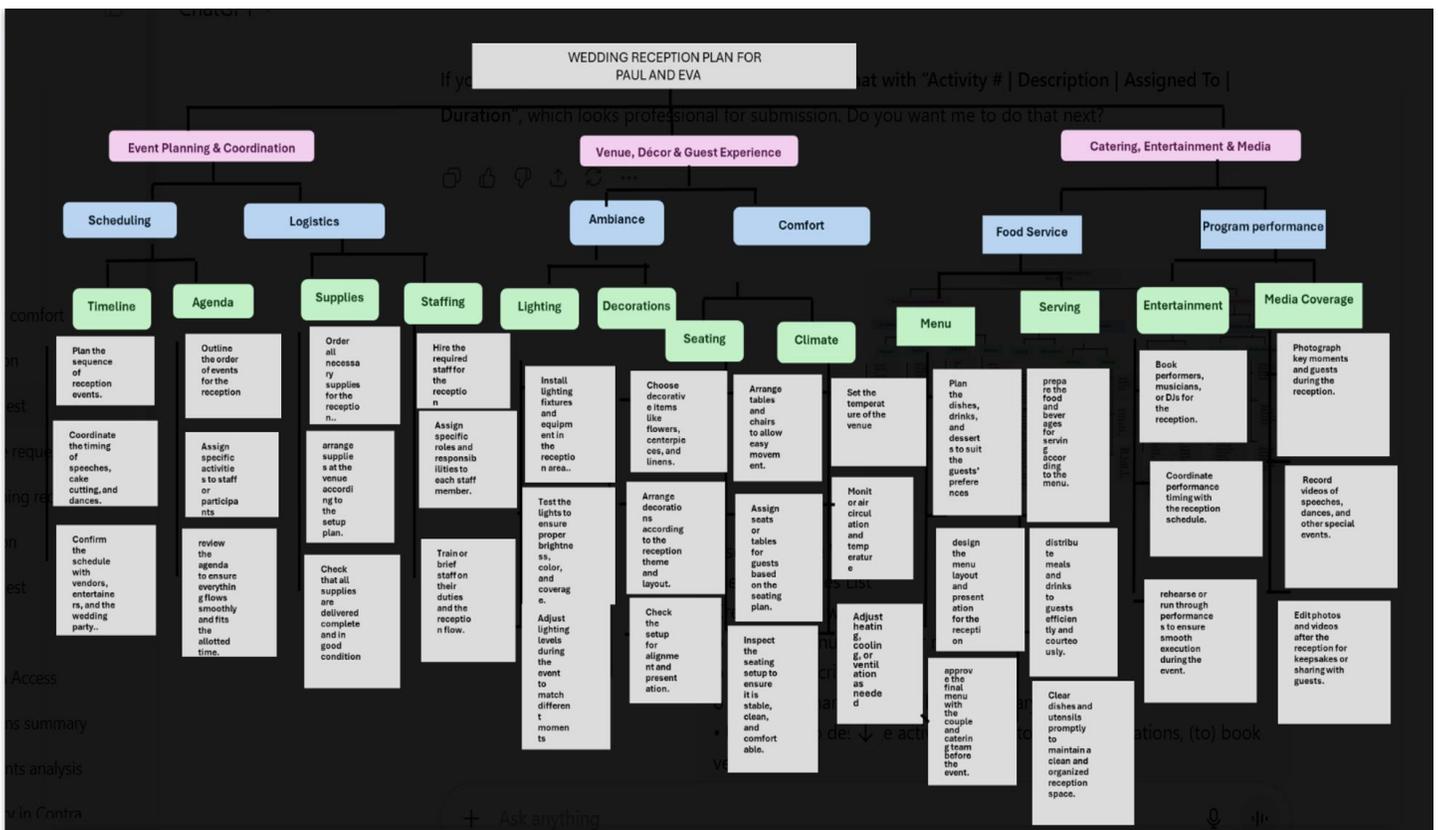
15. Reporting Requirements

- ❖ Bi-weekly planning meetings (virtual/in-person)
- ❖ Progress status reports submitted electronically
- ❖ Final report due post-event (TPS Part D, December 2025)

16. Sponsor Designee
Evelyn (Eva's Sister)

17. Approval Signature & Date
Project Sponsor (Paul & Eva) Signature & date
Project Manager Signature & date
Sponsor Designee Signature & date

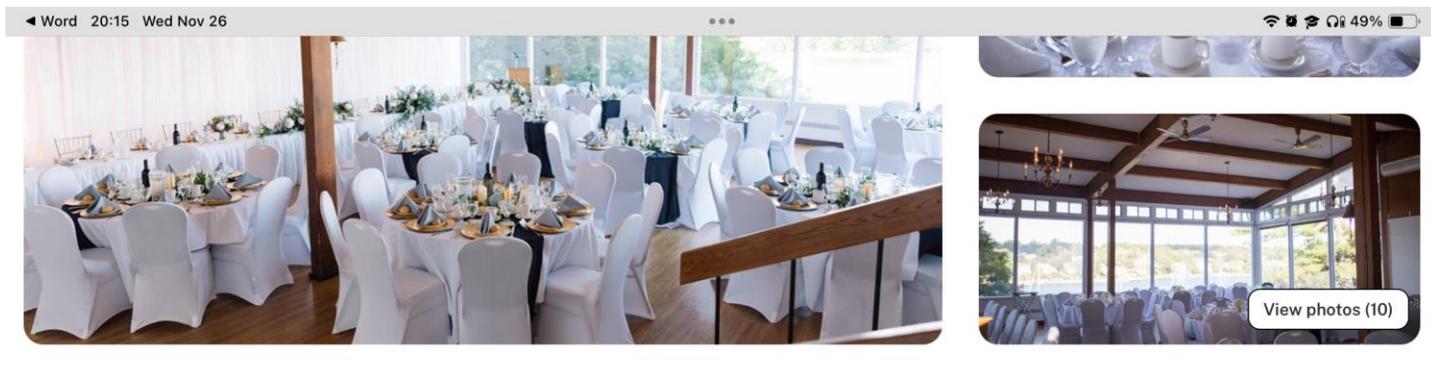
Appendix B Work Breakdown Structure



Appendix C – Activity List

ID	Activity	Duration	Predecessor(s)	ES	EF	LS	LF	Slack
1	Define event scope	2	-	0	2	0	2	0
2	Confirm budget	1	1	2	3	2	3	0
3	Create project schedule	3	2	3	6	3	6	0
4	Create guest list	2	3	6	8	6	8	0
5	Design invitations	2	4	8	10	8	10	0
6	Send invitations	1	5	10	11	10	11	0
7	Track RSVPs	10	6	11	21	11	21	0
8	Reserve venue	1	3	6	7	22	23	16
9	Plan venue layout & seating	2	7,8	21	23	23	25	2
10	Identify staffing needs	1	3	6	7	22	23	16
11	Hire event staff	3	10	7	10	23	26	16
12	Train staff	2	11	10	12	26	28	16
13	Select menu	2	3	6	8	18	20	12
14	Confirm caterer contract	1	13	8	9	20	21	12
15	Plan food prep & service	1	14	9	10	21	22	12
16	Book DJ/band	1	3	6	7	20	21	14
17	Confirm playlist	1	16	7	8	21	22	14
18	Purchase decorations	2	3	6	8	19	21	13
19	Purchase supplies	2	3	6	8	20	22	14
20	Create floor plan & mock-up	1	18,19	8	9	21	22	13
21	Decor setup	3	20	9	12	22	25	13
22	Setup tables/chairs	1	21	12	13	25	26	13
23	Entertainment equipment setup	1	17,22	13	14	26	27	13
24	Coordinate photographer	1	7	21	22	27	28	6
25	Rehearsal with key staff	1	12,23	14	15	27	28	13
26	Final walkthrough	1	24,25	22	23	28	29	6
27	Event execution	1	26,9	23	24	29	30	6
28	Clean-up & breakdown	1	27	24	25	30	31	6
29	Vendor payment reconciliation	1	28	25	26	31	32	6
30	Return rentals	1	28	25	26	31	32	6
31	Collect guest feedback	2	27	24	26	30	32	6
32	Post-event review & closure	1	29,31,30	26	27	32	33	6

Category	Vendor	Details	Estimation
Venue	Saraguay House	Waterfront venue	\$3000 + \$650
Venue Donation	Placeholder	Donation for venue use	-
Micro Wedding	Happily Hitched Halifax	Package includes includes, photo, and cake	\$3,250 for 20 guests
Catering	Horizons Catering	Buffet \$55,99 per person _ tax and gratuity	\$2,799 for 50 guests
Catering	Scanway Catering	Custom menus subject to 19% gratuity + HST	Varies
Photography	Brush Dyer Photography	Wedding professional photography	\$3000 on Average.



Royal Nova Scotia Yacht Squadron/Saraguay House

👍 Recommendations

Request Pricing

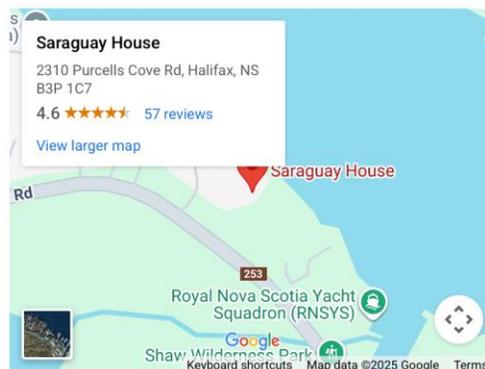
2308 Purcells Cove Rd, Halifax, NS

👥 115 Capacity

💰 \$650 to \$3,300 for 50 Guests

We have four wonderful spaces to host your large or intimate group for a breakfast meeting, lunch celebration or dinner get-together. Indulge in the timeless beauty of the Saraguay House Whether you're eloping or sharing the moment with loved ones, find your perfect wedding at our venue!

[Website](#) |
 [Phone](#) |
 [Facebook](#) |
 [Instagram](#) |
 [Menu](#)





CUSTOMIZABLE

Our menus are customizable and our team of culinary experts will work with you to create a custom menu that will make your event a big success. Please [contact us](#) to start planning your dream wedding.



PRICING

18% Gratuity will be added for events requiring Servers/Bartenders and/or Chefs

- All payments with credit cards will be subjected to a 3.2% Processing fee

Pricing starting at \$55.99 per person plus 15% Tax and 16% Gratuity based on min of 100 people. Price includes one main, two sides, and one soup/salad. For groups below 100 guests, our price increases by \$3.99 for every drop of 10 guests. Delivery charges will apply for any weddings outside HRM. Prices subject to change.



DIETARY RESTRICTIONS

We understand everyone has different preferences, which is why we cater according to your dietary restrictions and requests. Ask about our vegan, gluten free, and vegetarian options so you can make sure everyone is satisfied.

Word 20:18 Wed Nov 26 48%



FOX & FELLOW
HALIFAX WEDDING PHOTOGRAPHERS

DOCUMENTARY STYLE
SMALL WEDDINGS AND ELOPEMENTS

SPECIALISING IN PERSONALISED, STRESS FREE WEDDING EXPERIENCES THAT TRANSFORM YOUR LOVE STORY INTO ART

FOR COUPLES WHO WANT
CANDID, ARTFUL, AND EMOTION-DRIVEN PHOTOS

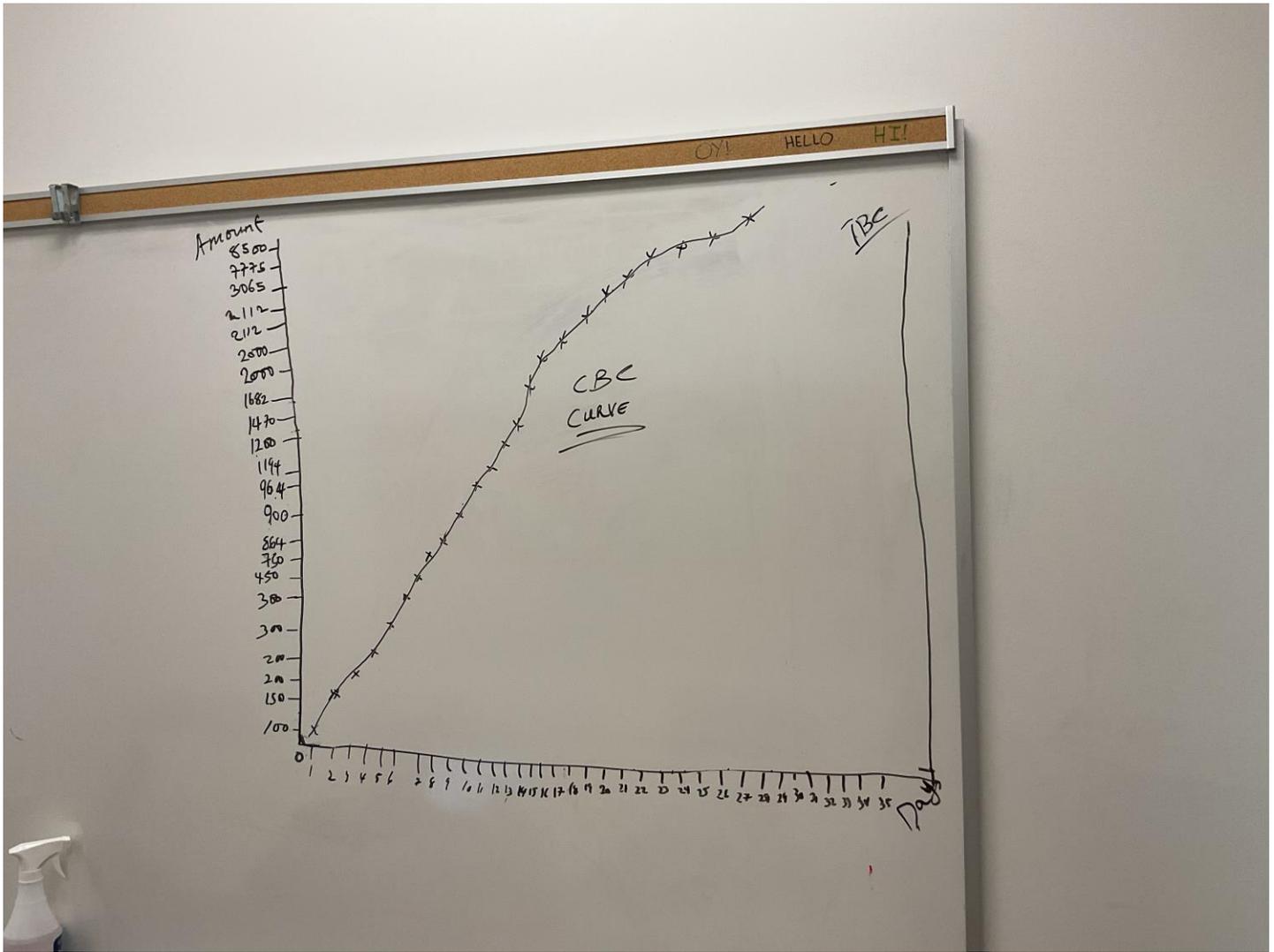
Appendix F

**A Wedding for Eva and Paul by Team Olive.
Your Risks:**

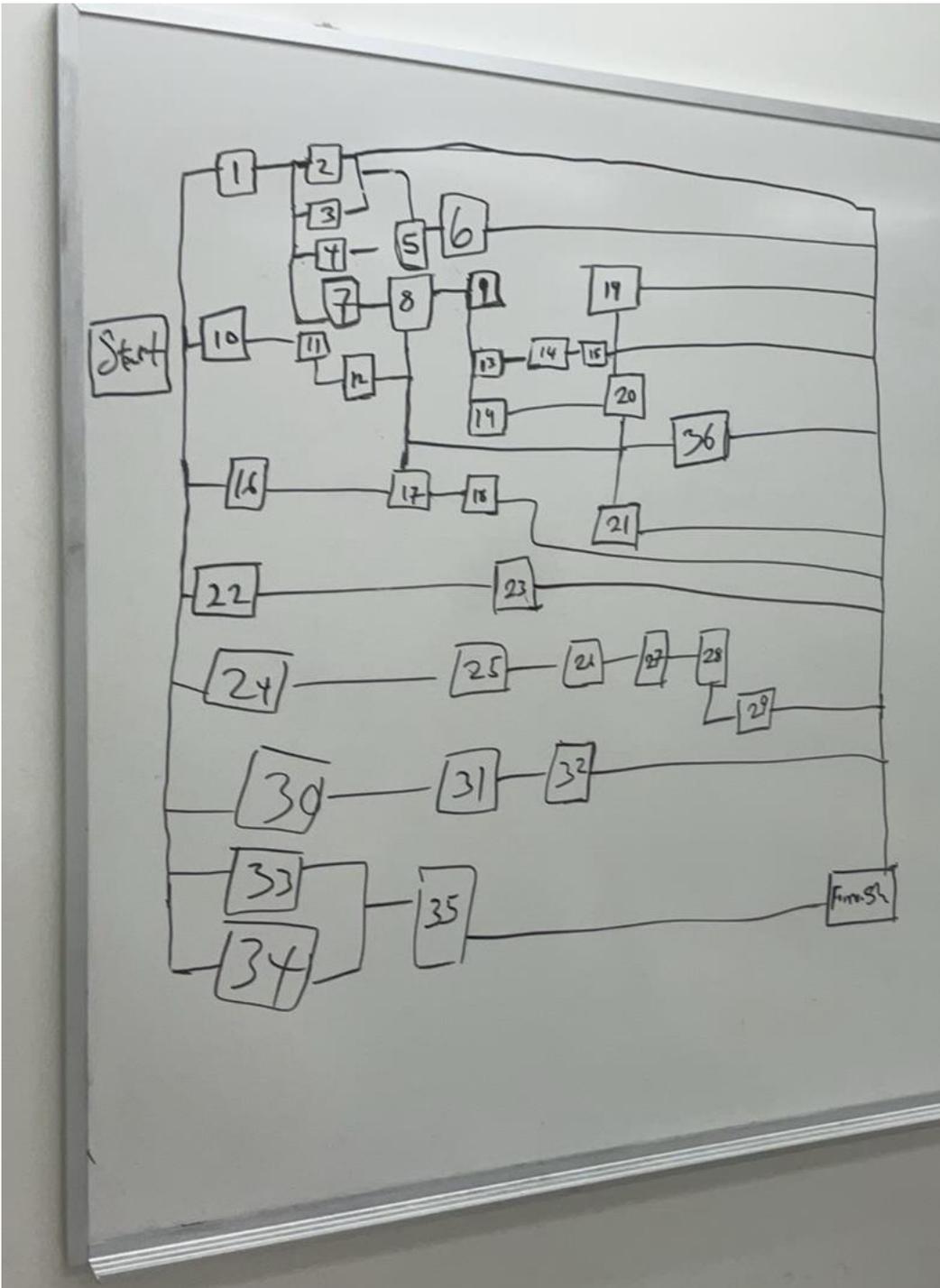
RISK	IMPACT (bulleted)	LIKELIHOOD (L/M/H)	DEGREE OF IMPACT (L/M/H)	STRATEGY (A/M/T/A)	TRIGGER (measurable)	OWNER
Severe Weather (rain and wind)	Prevent outdoor pictures, potential venue locations if outside.	M	H	Mitigate	Weather forecast shows >70% chance of rain	Event Manager
Missing Liquor License	Prevent serving alcoholic beverages at the dinner	L	H	Avoid	If Venue needs to apply for liquor license. License not approved 2 weeks before event	Project Lead
Vendor Surcharge	Hidden Fee's that weren't budgeted or accounted for	M	M	Transfer	Vendor sends revised invoice to Finance Lead	Finance Lead
Late delivery of décor	Impacts aesthetic and theme of the Wedding	M	M	Mitigate	Décor hasn't been delivered three days before event	Logistics Coordinator
Caterer last minute cancel	Impacts dinner by not having food for the event, which would necessitate a program change	L	H	Transfer	Caterer fails to confirm that they are committed or are preparing the order 48 hours before.	Catering Lead
Staff shortage	Effects efficiency and distribution of workload among staff	M	M	Mitigate	Less than 80% staff confirm availability one week prior	HR Coordinator
HVAC failure	Guests will be uncomfortable due to hot or cold temperatures.	L	H	Accept	HVAC not functioning when setting up	Venue Manager
Microphone failure	Prevent patrons from hearing speeches.	M	M	Mitigate	Sound check fails during rehearsal	Entertainment Lead
Transportation to the venue and lack of accessibility	Bride and Groom and family and friends not arriving on time or the venue being inaccessible	L	M	Transfer	Bride and Groom notify that they will be late, or if there is immediate accessibility issues	Event Manager
Entertainment Cancellation	Will impact by lack of entertainment and ambience at the event and music for the aisle walk.	L	H	Mitigate	Performer cancels within 48 hours of the wedding	Entertainment Lead

Food accomodations missed	Patrons not being accomodated for ditary restrictions.	M	H	Metigate	Guest list shows dietary needs that arent matched in the menu presented a week before the wedding	Catering Le
Negative Review	Impact on gaining new clients in the future	L	M	Accept	Negative expiereence goes viral	Communicati Lead
Banking Information of client stolen	Stolen banking details from clients.	H	L	Transfer	System alert of breach	Website provider
Protest near venue	Disruption of wedding program	H	L	Mitigate	Protest announced on social media that is close to venue	

Appendix G



Appendix H



14. References

✓ APA References

Vendor Sources

- Eventective. (n.d.). Royal Nova Scotia Yacht Squadron – Saraguay House. Retrieved from <https://www.eventective.com/halifax-ns/royal-nova-scotia-yacht-squadron-saraguay-house-522799.html>
- Royal Nova Scotia Yacht Squadron. (n.d.). Booking your event. Retrieved from <https://www.rnsys.com/booking-your-event>
- Happily Hitched Halifax. (n.d.). Micro-wedding packages. Retrieved from <https://www.happilyhitchedhalifax.ca/>
- Horizons Catering. (n.d.). Wedding catering menu. Retrieved from <https://www.horizonscatering.ca/wedding-catering>
- Scanway Catering. (n.d.). Menu. Retrieved from <https://scanwaycatering.com/menu>
- Sunflower Catering. (n.d.). Weddings. Retrieved from <https://sunflowercatering.ca/weddings>
- Photo Kings. (n.d.). The cost of a wedding photographer in Halifax. Retrieved from <https://photokings.ca/the-cost-of-a-wedding-photographer-in-halifax/>

Stock Images

- Pixabay. (n.d.). Stock image of a person in a white dress holding a bouquet of flowers. Retrieved from <https://pixabay.com>
- Pixabay. (n.d.). Stock image of a garden with wind chimes. Retrieved from <https://pixabay.com>
- Pixabay. (n.d.). Stock image of a table with plates and glasses. Retrieved from <https://pixabay.com>

AI Assistance

- Microsoft Copilot. (2025). Assistance with project foundations and image generation.
- OpenAI ChatGPT. (2025). Support for project structure and content development.