



OAKWOOD
EVENTS UGANDA

Event Planning | Event Styling | Event Branding

EVENT MANAGEMENT SERVICES

Company Profile



About Us

WHO WE ARE

“We’re a tight knit team’ of professionals with big creative ideas. Our primary goal is to create beautiful, authentic event spaces that celebrate the milestones in your life.”

Style and practicality are at the heart of who we are!

Oakwood Events Uganda is captained by Stella and Charlotte, a duo of experienced Event Planning and Management Specialists. It has been growing and creating magic since July 2017.

This magic is created and curated by our in-house administrative & technical team. This team is supported by a wide range of industry experts and vendors.

We are very deliberate about working with vendors who not only have a strong work ethic, but also take great pride in their work. It’s important to us that this positive energy filters through our work process up to the client.

I’m sure you’ve wondered why we are named after a premium hardwood produced by the Oak tree.

The name was proposed by Stella (our in-house bookworm & eternal optimist), and this is why we agreed with her.

While ‘Oakwood’ is a very heavy and durable wood, it’s also one of the most malleable hard woods there is. This means it can easily be crafted into beautiful pieces of furniture that can last for decades.

*These qualities of the ‘Oakwood’ spoke strongly to the **core values** that we wanted the Oakwood Events Uganda brand to represent – i.e. resilience, flexibility, longevity and premium value service.*

Indeed these same values continue to guide who we are and how we work.





Meet the Core Team



Charlotte



Stella



Oakwood was founded by Stella & she's our Lead Events Planner and Master Florist.

Stella is a trained Economist & Events Planner who's been blessed with the knack of creating concepts that bring to life the client's event vision in such a 'practical but profound' way. She coordinates the firms business development & creative design.

Charlotte is her right hand and our Lead Events Manager. She is a trained Financial Analyst & HR Manager with a natural gift of building cohesive teams and creating a harmonious workplace that fosters high productivity. She coordinates all the firms operations, event teams and financial management.

Together, Stella & Charlotte have more than a decades experience in project planning,

management and business administration.

The core team is supported administratively by Ms Sharifah 'Shifa' (Admin & Communication), Irene M Caird (Social Media Coordinator), Jackie Kunihiro (Events Admin Assistant) as well as Joseph Kiyaga & Onyango Harrison (Event Site & Field Operations)

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The team provides all the background event support you need, so that you can fully interact and connect with your guests.



WHAT WE DO

Our Services

We design events that create opportunities for engagement which is authentic to you.

It is all in the details!

1 Event Planning & Management

We are meticulous in our implementation right from proposal development, action planning, budgeting, execution up to closure of the project. **After the preliminary consultation, the team is available to provide a selection of services as shared below;**

- Develop detailed event goal, event objectives and themes.
- Develop event budget and workplan.
- Develop event checklists and set up event teams.
- Define vendor sub-contracting needs, and negotiate service discounts.
- Coordinate guest invitations, delegates communication and registration.
- Coordinate speaker & talent acquisition, and manage VIP protocols.
- Coordinate PR and media relations.
- Manage event execution right from set-up to set-down.
- Coordinate event reporting, video and photographic documentation. *(This includes a post event evaluation.)*



Oakwood has a time tested system for developing precise work flow processes that ensure each clients' event vision is executed on time and within budget.

WHAT WE DO

Our Services

“We are intentional about creating events that are elegant, minimalist and authentic to your brand.

If clean lines & attention to detail gets you excited, then you are in the right place.”

Let's create magic for you!

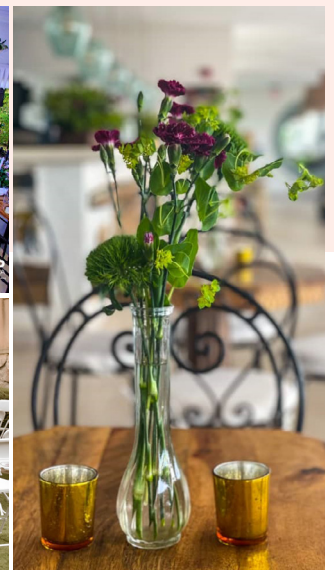
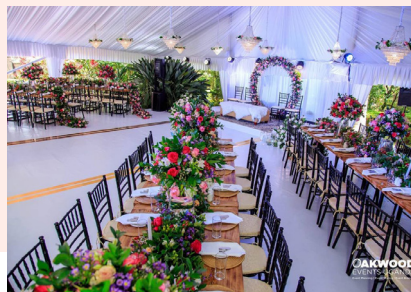
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Event Styling & Decoration and Branding

This is a fully customisable option that includes everything you can dream up for your ceremony and reception. It covers all event styling needs from our signature fresh floral arrangements to furniture and event space installation ie. lighting, flooring and draping. We also pay particular attention to your event branding needs to ensure that it is cohesive to both the event decor theme and the clients' brand.

All clients are engaged in the development of tailor-made decor concepts that match the event purpose, clients' personal style and their vision for the day. This creative dialogue ensures that the “look and feel” is authentic to you.

This same principle applies to both Corporate Events and Weddings that we work on.





WHAT WE DO

Our Services

“Our arrangements are designed with a lot of love using premium fresh and dried flowers. They are designed in our signature Oakwood garden style that celebrates the natural organic flow of flowers.”

All Floral arrangements are designed to order, a minimum of 7 days to the event date to allow for sourcing of quality flowers.

COMPANY PROFILE

3

Fresh Floral Design

Our master florists design unique floral arrangement for each client and event. They are also available to design fresh flowers for your other creative needs as listed below;

Wedding Entourage Florals. These include: bridesmaids' bouquets, flower crowns, flowergirl baskets, corsages & groomsmen boutonnieres that complement the bridal bouquet.

Floral Gift Baskets. The flowers are packaged in beautiful locally handwoven baskets. They are a suitable gift to celebrate life's milestones like Birthdays and Traditional Weddings.

Garden-style Florals for your Home, Office & Hotel. Fresh floral arrangements are available to order on a monthly, quarterly and annual basis.

Our florists are intentional about utilising eco-friendly practices. We minimise the use of floral foam and use floral wastes for composting and mulching in our in-house flower garden. After each event the fresh flowers are packaged and guests are encouraged to take them home and enjoy their beauty further.



Bridal Bouquets



Hotel & Office Arrangements



Floral Gift Baskets



Home Decor Floral Arrangements

Past
CORPORATE
CLIENTS





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*ALL PHOTOS WITHIN THIS PROFILE ARE CURATED FROM OAKWOOD CLIENTS' EXPERIENCES

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Oakwood Events Uganda