

PACKAGE DETAILS

- Three (3) meetings prior the wedding day
- Unlimited consultation
- Reviews of documents
- Reviews of contracts
- Follow up suppliers
- Conceptualization of reception program flow
- Management of payments
- Supervise set-up
- Supervise ceremony and reception flow
- Handle RSVP

Manpower

- 1 Head planner
- 4 Coordinator

Upon Reservation

- Unlimited consultation via SMS, Email, YM, landline calls.
- Schedule 3 meetings.

Two (2) Months Before The Wedding

- Checking of requirements for church and city hall.

Church: *baptismal, confirmation, marriage banns, marriage license, precana seminar, canonical interview.*

City hall: *CENOMAR, birth certificate - certified true copy with registry number, parental consent for 18 - 21 years old or parent's advice for 21 to 25 years old, certificate of attendance in a pre-marital counselling and family planning seminar.*

- Contracts with suppliers.
- Perfect moments to provide sample program sequence and checklist.
- Perfect moments to discuss timeline for the day.
- Perfect moments to follow up suppliers if needed.

One (1) Month Before The Wedding

- Submit name and numbers of entourage list, liturgical entourage, reception participants, turn over point person
- Floor plan
- Guest list name and number - for RSVP

Two (2) Weeks Before The Wedding

- Head count of family to stay in hotel.
- Finalized reception program with (games to play, game participants and song list)
- Guest head count and seat plan
- Call time of vendors and list of balances to be paid on the day
- Client to provide petty cash for food

One (1) Week Before The Wedding

Perfect moments to call all suppliers to remind call time.

Service Fee

Php 18,000 - Metro Manila
Php 21,000 – Out of Town

Terms of payment

50% upon reservation
50% on the day of the event

Client to provide meals during meetings and on actual wedding day.

Prices and details are subject to change without prior notice.

Updated: February 2009

One (1) Day Before The Wedding

Perfect moments to inform hair and make up artist, photographer, couturier of room number.

On The Wedding Day

At The Hotel

- Food distribution to family members and suppliers
- Checking of materials for the ceremony and reception
- Assist in Groom's picture taking
- Coordinator to make sure the Groom leaves on time
- Coordinator to assist in pictorial of the bride and make sure Bride leaves on time
- Coordinator to transport all items

At The Church

- Distribution of misalettes
- Briefing of liturgical entourage
- Briefing of entourage for the march
- Briefing of secondary sponsors for their role
- Briefing of maid of honor and best man for signing of contracts
- Assist offerors
- Assist in photo session
- Assist during recessional
- Distribute petals and poppers
- Safe keep of materials (veil, cord, pillows, bible)

At The Reception

- Supervise venue set up
- Brief suppliers of the program flow
- Assist and cue emcee
- Manning of registration area
- Manning of gift table area - gift inventory
- Souvenir and gift distribution
- Guest book signing
- Turn over materials used in the ceremony and reception to a representative
- Turn over of gifts to a representative
- Manage payment of suppliers
- Distribute food to suppliers