



THE BEST-CASE IS A TYPE OF SCENARIO WHEREIN ALL THE SEEMINGLY DOWNSIDE SITUATIONS CAN BRING ABOUT A BETTER RESULT THAN EXPECTED.

Full Planning and Coordination

P50,000

Conceptualize theme that is custom-made and extraordinary
Allocating the budget
Assists the bride and groom from start to finish
 Selection of merchants
 Schedule appointments
 Keeping track of the budget
 Negotiating prices
Makes suggestions for decorating, planning the order of service, selection of music, etc.
Provide detailed to-do lists
Provide timelines and deadlines
Day Coordination Services

Day Coordination

P25,000

Work commences one (1) month before the event with a maximum of 4 meetings
Unlimited consultation (through emails, text and phone calls)
Referral to remaining needed suppliers
Follow up suppliers and finalize all their services
Provide a checklist for the day of the wedding
Program Sequence
Program Script (if necessary)
Guest Management
Give schedules for all members of the wedding party

PREPARATION:

Coordinate the call time of suppliers (Make up, photo/video, flowers, bridal car)
Prepare food for suppliers
Arrange all bridal accessories (veil, cord, candles, matches/lighter, bible, coins, rings), guestbook with pens, contract, prizes for games, gifts for principal sponsors, entourage and parents (if they have)
Assist the bride, groom, their families and the entourage during pictorial

CEREMONY:

Gather entourage for processional
Coordinate with the sound system
Distribute Missalettes
Check offertory items (Candles, Flowers, Fruits, Wine, Water, Host)
Pre-sign contract (for Christian weddings)
Give out bouquets and buttonnaires to entourage
Gather readers
Assist bridal march (Cue music and bride)

MANPOWER

1 Technical Director
1 Floor Director
1 Bridal Manager
2 All-around assistants

Secure the following from the client a month before the event:

- 1.) Guest list and Seat plan
- 2.) Checklist
- 3.) List of wedding entourage
 with contact numbers
- 4.) Supplier Status Sheet
- 5.) Balance Sheet



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Arrange processional line-up
Cue the best man and maid of honor for their duties
Cue musicians and secondary sponsors
Guide entourage for photo shoot
Distribute loose petals or confetti after recessional
Collect bridal accessories (veil, cord, candles, bible, arrhae)
Guide the newly weds for photo shoot during transition

RECEPTION:

Supervise set-up
Monitor the arrival of suppliers (Event stylist, sound system, lights, musicians, host etc)
Check lay-out of tables and stage
Test avp's, cd's and other materials to be played during the party
Set up gift and registration table
Put table names
Guest reception and ushering
Prepare for cake cutting and toast
Cue waiters to serve cocktails
Coordinate with the host, band, lights, performers, speakers
Gather entourage for wedding party entrance
Secure program flow (a coordinator will be beside the host and sound system) to ensure a smooth program
Cue on-site video/AVP and other videos
Coordinate crew meals

Disbursement of souvenirs
Disbursements of gifts for entourage and principal sponsors
Let guests sign the guestbook
Inventory of gifts
Ensure all balances are settled
Endorse gifts, bridal accessories, cd's, receipts, guestbook etc

The client is to provide the following:

Staff and crew meals

Terms of Payment

50% upon signing of contract
50% of remaining balance on the day of the event

All prices quoted are

Metro Manila based.

There will be an additional 20% of the total amount for out-of-town functions.

Rates are good for up to 300 guests.

*Prices are subject to change without prior notice.

For inquiries please contact Camille Vivas at 09175320426 or 6244934.