

The Extensive Day of Wedding Coordination Package

On the day of the wedding we will provide . . .

- ✓ Detailed wedding day schedule and timeline for bridal party and family
- ✓ Detailed wedding day timelines for wedding suppliers, venue and banquet staff
- ✓ Coordination of wedding gown delivery and arrangement to the hotel
- ✓ Supervision of ceremony site set up
- ✓ Full ceremony coordination including, but not limited to:
- ✓ Supervision of reception area set up and decoration
- ✓ Set up of guest book, place cards, engagement photos, bridal portrait, menus, candles, favors, etc. at reception site
- ✓ Supervision of all supplier delivery and set up on day of wedding at ceremony and reception site, as well as any interference needed
- ✓ Supervision of food and beverage arrangements for bride and bridal party in the dressing room
- ✓ Assistance to bride and wedding party in dressing room prior to ceremony
- ✓ Organization and distribution of wedding flowers
- ✓ Behind the scene event management and troubleshooting, including our Wedding Day Emergency Kit
- ✓ Coordination and timing of ushers, house party, attendants, bride and groom
- ✓ Assistance with photographer order of pictures after the ceremony
- ✓ Transportation of personal items (& even flower arrangements) from ceremony to the reception
- ✓ Bustling of the wedding gown and arrangement of refreshments upon couple's arrival to reception
- ✓ Full reception coordination including, but not limited to, presentation of the bride and groom, entertainment and all announcements of events (first dance, dances with family, champagne toasts, cake cutting, bouquet toss, etc.), distribution of souvenirs, management of gift table, etc.
- ✓ Monitoring of specially requested photographs and videography during the reception
- ✓ Distribution of gratuities to the necessary suppliers
- ✓ Organization of take-out packet for bride and groom's exit car (reception food and cake, champagne, etc.)
- ✓ Supervision of bride and groom exit

After the wedding we will provide. . .

- ✓ Supervision of the freshening up and decoration of hotel room for wedding night (rose petals, wine, candles, etc)
- ✓ Arrangement of pickup and return of all personal items to the family at the end of the evening (gifts, cake topper and top of cake, bride's bouquet, couple's toasting glasses, cake serving utensils, etc.)
- ✓ Arrangement for the return of all rental items including cake boards, linens, furniture, easels, etc.

The Extensive Day of Wedding Coordination Package Price:

P26,000.00, for weddings up to 200 guests, additional P2,000 for every 50 guests in excess of 200 or fraction thereof