

### *Premium Designer Wedding Package*

This package is for a select and limited group of clients who visualize their wedding to be one that will be worthy of opulent publicity. We at MONINA E will dedicate our unparalleled level of personal and professional service to the discerning couple to tailor-make a one-of-a-kind wedding celebration.

The result is a wedding that will be remembered as one of the best, if not the best wedding that your guests will witness and experience in their lifetime...

A premium full-service Designer Wedding Package provides it all.

### *Before the wedding we will provide . . .*

#### *General Planning*

- ✓ Unlimited meetings, phone calls, and emails to plan and evaluate all wedding details
- ✓ Conceptualize with couple the event design, theme and décor concept.
- ✓ Familiarize and assist couple on the legal and documentary requirements and procedures of the wedding
- ✓ Outsource, prequalify and recommend all suppliers, [or check out, consider, and negotiate couple's preferred suppliers \(up to 5 options per category\)](#), as well as schedule and attend all supplier appointments
- ✓ Contract all supplier negotiations and optimize pricing
- ✓ Review all supplier contracts and monitor all supplier obligations and deliverables based on the designed timeline
- ✓ Handle all phone calls, emails and meetings with suppliers as necessary to plan all details
- ✓ Advice on wedding traditions, etiquette and protocol
- ✓ Assist with ideas and referrals for any pre and post-wedding parties, showers, etc.
- ✓ [Plan and spearhead wedding party luncheon](#)
- ✓ Plan ceremony and reception schedules, pew seating, processional and recessional
- ✓ [Plan and execute rehearsal dinner and/or wedding rehearsal](#)
- ✓ Conceptualize flow of program and script for the reception
- ✓ [Planning and scheduling of honeymoon and any needed flights and hotels](#)

#### *Style*

- ✓ Develop Wedding Theme based on couple's personalities and preferences to create a Designer Wedding that will be worthy of opulent publicity
- ✓ Develop inspiration boards for the couple to have an initial feel and decide on wedding look, feel, sound, smell, and taste
- ✓ Develop personalized décor including invitations, floral design, stationary, favors, table design, etc.
- ✓ Conceptualize and help design bridal wear according to personal style, figure and theme of the wedding
- ✓ Conceptualize Music style, genre and playlist in accordance with the theme and preferred mood of the wedding
- ✓ Conceptualize Photography, Video and Audio Visual presentations for the wedding day, while maintaining wedding theme concept
- ✓ Conceptualize food and beverage symphony as appealing to the couple's taste and in accordance with the wedding theme

### *Information Management*

- ✓ Creation, hosting, and unlimited revisions and management of the couple's wedding website that will be active for one year.
- ✓ Creation of an email account specifically for the couple's wedding, for guests' and supplier's liaison and management of incoming/outgoing emails as directed by the couple.
- ✓ Inclusion of the couple's wedding in a feature article in one of the major Philippine Wedding Magazines/Publications
- ✓ Inclusion of a feature article about the couple's wedding at MONINA E's website
- ✓ Dissemination of necessary information to invited guests, wedding party and suppliers via email, phone calls (mobile and overseas charges not applicable) and mail (postage not included)

### *Financial Management*

- ✓ Customize budget according to your spending goals
- ✓ Tracking of deposits, payments due and final balances

### *Pre-Wedding Organization*

- ✓ Schedule and attendance to all dress fittings
- ✓ Coordinate stamping, addressing and mailing of save-the-dates
- ✓ Coordinate stuffing, stamping, addressing and mailing of wedding invitations
- ✓ Coordinate production of all wedding stationary including Save the Dates, Invitations, RSVPs, Place Cards, Menus, Programs, etc.
- ✓ Arrange mock setup of linens, flowers, table décor etc. before wedding
- ✓ Schedule of all hair and makeup appointments
- ✓ Schedule of hair and makeup for wedding day
- ✓ Assist in coordinating a spa day (manicure/pedicure appointments) for the bridal party
- ✓ Schedule and attendance to engagement portrait
- ✓ Schedule and attendance to bridal portrait, including arrangement of gown and bouquet delivery
- ✓ Organize transportation needs and hotel accommodations for wedding party & out of town guests
- ✓ Schedule all wedding day transportation
- ✓ Determine availability and negotiate discount rates for hotel room blocks
- ✓ Conceptualize and outsource out-of-town gift baskets, including shopping for items to be included
- ✓ Manage production of all of the out-of-town gift baskets and delivery to designated hotels
- ✓ Guest list management
- ✓ Seating Arrangement management and planning with couple
- ✓ Development of floor plan and seating chart for wedding day
- ✓ Distribute detailed wedding itineraries to all wedding suppliers
- ✓ Pickup of all personal items for wedding day and delivery to hotel, ceremony and reception venue
- ✓ Deliver of couple's luggage to/from the hotel for the wedding night

### *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

### *Premium Designer Wedding Package, Page 3*

- ✓ 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.
- ✓ Update of the Wedding Couple's website with photos of the wedding
- ✓ *Arrangement for the delivery of wedding gown for cleaning*
- ✓ *Organization for preservation of wedding gown and bouquet*
- ✓ *Arrangement for the dry cleaning of groom's tuxedo/barong*
- ✓ *Assistance with writing and mailing out any thank-you notes (postage not included)*
- ✓ *Follow up on Mr. and Mrs. upon returning from the honeymoon to answer any lingering questions And all of the smallest details in between . . .*

(All information in blue print is not included in any other planning package.)

### *Premium Designer Wedding Package Prices:*

For 2013 and 2014 Weddings: 15% of total wedding cost or P80,000.00, whichever is higher.  
For 2015 and beyond Weddings: 12% of total wedding cost or P75,000.00, whichever is higher.  
(Confirmation of MONINA E's service must be contracted within the year 2013 to avail of these pricing)

### *The Essential Full Wedding Planning Package*

This package is for the busy couple who wants a perfect wedding and needs a professional team to help them create a bespoke wedding without the stress.

From grand and extravagant, to classic and unconventional, from intimate to eccentric, each bespoke wedding is uniquely created with the vision of imparting a once-in-a-lifetime experience that will fascinate the couple and their guests.

A Full Wedding Planning Package lets the couple enjoy not just the wedding, but will be thrilled throughout the planning as well...

#### *Before the wedding we will provide . . .*

##### *General Planning*

- ✓ Unlimited meetings, phone calls, and emails to plan and evaluate all wedding details
- ✓ Conceptualize with couple the event design, theme and décor concept.
- ✓ Familiarize and assist couple on the legal and documentary requirements and procedures of the wedding
- ✓ Outsource, prequalify and recommend all suppliers, [or check out, consider, and negotiate couple's preferred suppliers \(up to 3 options per category\)](#), as well as schedule and attend all supplier appointments
- ✓ Contract all supplier negotiations and optimize pricing
- ✓ Review all supplier contracts and monitor all supplier obligations and deliverables based on the designed timeline
- ✓ Handle all phone calls, emails and meetings with suppliers necessary to plan all details
- ✓ Advice on wedding traditions, etiquette and protocol
- ✓ Assist with ideas and referrals for any pre and post-wedding parties, showers, etc.
- ✓ Plan ceremony and reception schedules, pew seating, processional and recessional
- ✓ Conceptualize flow of program and script for the reception

##### *Style*

- ✓ Develop Wedding Theme based on couple's personalities and preferences to create the couple's dream wedding
- ✓ Develop inspiration boards for the couple to have an initial feel and decide on wedding look, feel, sound, smell, and taste
- ✓ Develop personalized décor including invitations, floral design, stationary, favors, table design, etc.
- ✓ Conceptualize and help design bridal wear according to personal style, figure and theme of the wedding
- ✓ Conceptualize Music style, genre and playlist in accordance with the theme and preferred mood of the wedding
- ✓ Conceptualize Photography, Video and Audio Visual presentations for the wedding day, while maintaining wedding theme concept
- ✓ Conceptualize food and beverage symphony as appealing to the couple's taste and in accordance with the wedding theme

### *Information Management*

- ✓ Creation, hosting, and management of the couple's wedding website that will be active for one year. With allowable revisions of up to 4 times within its active period.
- ✓ Creation of an email account specifically for the couple's wedding, for guests' and supplier's liaison.
- ✓ Inclusion of the couple's wedding in a feature article in one of the major Philippine Wedding Magazines/Publications
- ✓ Dissemination of necessary information to invited guests, wedding party and suppliers via email, phone calls (mobile and overseas charges not applicable) and mail (postage not included)

### *Financial Management*

- ✓ Customize budget according to your spending goals
- ✓ Tracking of deposits, payments due and final balances

### *Pre-Wedding Organization*

- ✓ Schedule and attendance to all dress fittings
- ✓ Coordinate production of all wedding stationary including Save the Dates, Invitations, RSVPs, Place Cards, Menus, Programs, etc.
- ✓ Schedule of all hair and makeup appointments
- ✓ Schedule of hair and makeup for wedding day
- ✓ Schedule bridal portrait
- ✓ Organize transportation needs and hotel accommodations for wedding party and out of town guests
- ✓ Schedule all wedding day transportation
- ✓ Determine availability and negotiate discount rates for hotel room blocks
- ✓ Guest list management
- ✓ Seating Arrangement management and planning with couple
- ✓ Development of floor plan and seating chart for wedding day
- ✓ Distribute detailed wedding itineraries to all wedding suppliers
- ✓ Plan and execute wedding rehearsal

### *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

### *Essential Full Wedding Package, Page 3*

- ✓ 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 (and even flower arrangements) from the 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.
- ✓ Update of the Wedding Couple's website with photos of the wedding

### *Deluxe Full Wedding Planning Package Prices:*

For 2013 and 2014 Weddings: 15% of total wedding cost or P60,000.00, whichever is higher.

For 2015 and beyond Weddings: 12% of total wedding cost or P55,000.00, whichever is higher.

(Confirmation of MONINA E's service must be contracted within the year 2013 to avail of these pricing)

### *The Sensible Full Wedding Planning Package*

This package is for the busy couple (also best for overseas couples) who wants a perfect wedding but on a firm budget yet needs a professional team to help them create a perfectly suitable wedding without the stress. They also would prefer leaving all the work to MONINA E and just see a final planning proposal while still maintaining their personal touch within the wedding.

The result is a stress-free wedding created from a package that MONINA E will tailor-make without breaking the couple's budget.

A Sensible Full Wedding Planning Package lets the couple enjoy a unique yet suitable wedding, keeping their good sense and pockets intact....

### *Before the wedding we will provide as needed . . .*

#### *General Planning*

- Unlimited meetings, phone calls, and emails to plan and evaluate all wedding details
- Conceptualize with couple the event design, theme and décor concept.
- Familiarize and assist couple on the legal and documentary requirements and procedures of the wedding
- Outsource, prequalify and include suitable suppliers in the package, as well as schedule and attend all supplier appointments
- Contract all supplier negotiations and optimize pricing
- Review all supplier contracts and monitor all supplier obligations and deliverables based on the designed timeline
- Handle all phone calls, emails and meetings with suppliers necessary to plan all details
- Advice on wedding traditions, etiquette and protocol
- Assist with ideas and referrals for any pre and post-wedding parties, showers, etc.
- Plan ceremony and reception schedules, pew seating, processional and recessional
- Conceptualize flow of program and script for the reception

#### *Style*

- Develop Wedding Theme based on couple's personalities and preferences to create a wedding suitable for their taste, preferences and budget
- Develop inspiration boards for the couple to have an initial feel and decide on wedding look, feel, sound, smell, and taste
- Develop personalized décor including invitations, floral design, stationary, favors, table design, etc.
- Conceptualize and help design bridal wear according to personal style, figure and theme of the wedding
- Conceptualize Music style, genre and playlist in accordance with the theme and preferred mood of the wedding
- Conceptualize Photography, Video and Audio Visual presentations for the wedding day, while maintaining wedding theme concept
- Conceptualize food and beverage symphony as appealing to the couple's taste and in accordance with the wedding theme

### *The Sensible Full Wedding Package, Page 2*

#### *Information Management*

- Creation, hosting, and management of the couple's wedding website that will be active for one year. With allowable revisions of up to 4 times within its active period.
- Creation of an email account specifically for the couple's wedding, for guests' and supplier's liaison.
- Dissemination of necessary information to invited guests, wedding party and suppliers via email, phone calls (mobile and overseas charges not applicable) and mail (postage not included)

#### *Financial Management*

- Customize budget according to your spending goals
- Tracking of deposits, payments due and final balances

#### *Pre-Wedding Organization*

- Schedule and attendance to all dress fittings
- Coordinate production of all wedding stationary including Save the Dates, Invitations, RSVPs, Place Cards, Menus, Programs, etc.
- Schedule of all hair and makeup appointments
- Schedule of hair and makeup for wedding day
- Schedule bridal portrait
- Organize transportation needs and hotel accommodations for wedding party and out of town guests
- Schedule all wedding day transportation
- Determine availability and negotiate discount rates for hotel room blocks
- Guest list management
- Seating Arrangement management and planning with couple
- Development of floor plan and seating chart for wedding day
- Distribute detailed wedding itineraries to all wedding suppliers
- Plan and execute wedding rehearsal

#### *On the day of the wedding we will provide as needed . . .*

- ✓ 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

### *The Sensible Full Wedding Package, Page 3*

- ✓ 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 (and even flower arrangements) from the 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 as needed. . .*

- 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.
- Update of the Wedding Couple's website with photos of the wedding

### *The Sensible Full Wedding Planning Package Price:*

MONINA E will work on a package that is based on the client's budget