

SUPERSTAR PACKAGE (FULL COORDINATION)

- TOTAL OF 5 MEETINGS
- CONCEPTUALIZATION OF THE EVENT THEME
- BUDGET AND PAYMENT PLANNING AND MANAGEMENT
- SOURCING, CANVASSING, BOOKING OF EVENT SUPPLIERS
- MONITOR COMPLETION OF SERVICES OF SUPPLIERS
- ASSISTANCE IN INVITATION WORDINGS AND DETAILS, MISSALETTE, READINGS, SONG CHOICES FOR THE CEREMONY AND RECEPTION, PROGRAM
- COORDINATION AND ASSISTANCE ON PRE-EVENT PICTORIAL, FOOD TASTING AND SUPPLIER MEETINGS
- GUEST MANAGEMENT, FLOOR LAYOUT, SEATING ARRANGEMENT
- PRE-PRODUCTION MEETING WITH SUPPLIERS
- WEDDING REHEARSAL (OPTIONAL)
- OVERALL WEDDING MANAGEMENT AND COORDINATION ON THE DAY (REGISTRATION, GIFTS, SOUVENIRS, PROGRAM, RECEPTION HOTEL TURNOVER)
- RSVP
- ASSIST THE COUPLE FROM START OF WEDDING DAY TO THE END OF THE RECEPTION PROGRAM
- STAFFING ON THE EVENT DAY (1 EVENT MANAGER, 4 COORDINATORS, DRIVER)

OTHER INFORMATION

- RATES ARE FOR 100-150 GUESTS
- ADDITIONAL P5,000 PER 50 GUESTS ADDITIONAL IN THE SIGNED CONTRACT
- COUPLE MUST PROVIDE CREW MEALS AT P150/ PAX MEAL X 2 MEALS (PREP AND WEDDING MEAL)
- P5,000 OUT OF TOWN FEE (SUBJECT TO CHANGE)

RISEING STAR PACKAGE (ON THE DAY COORDINATION)

- 2 MONTHS PRIOR, TURNOVER
- 3 MEETINGS
- MONITOR COMPLETION OF SERVICES OF SUPPLIERS
- MANAGE PENDING PAYMENTS
- GUEST MANAGEMENT, FLOOR LAYOUT, SEATING ARRANGEMENT
- OVER ALL WEDDING MANAGEMENT AND COORDINATION ON THE DAY (REGISTRATION, GIFTS, SOUVENIRS, PROGRAM, RECEPTION HOTEL TURNOVER)
- RSVP
- ASSIST THE COUPLE FROM START OF WEDDING DAY TO THE END OF THE RECEPTION PROGRAM
- STAFFING ON THE EVENT DAY (1 EVENT MANAGER, 4 COORDINATORS, DRIVER)

OTHER INFORMATION

- RATES ARE FOR 100-150 GUESTS
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