



LDR Events Solution/ LDR Weddings and Events
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SPECIAL EVENTS TURN-OVER COORDINATION P80,000.00

- Meeting with client for plans and details of the event.
- Ensure that goods/services are delivered on time.
- Prepare event calendar/ Schedule of activities
- Assistance in Management of Resources/ Maintenance of client's budget
- Assist in Sourcing out/ Recommendation of suppliers, etc. (i.e., caterer, couturier, printer, photographer, videographer, florist, make-up artist, entertainment, sound system, led wall and others)
- Set meeting and bookings with selected suppliers
- Constant follow-up on suppliers
- Negotiate and review all contracts before signing
- Confirm details with suppliers for guaranteed services
- Assist in detailing of event details
- Assist in the creation of floor plan/ lay-out of the reception venue, seating arrangement and other details of the event.
- Assist in drafting of the invitation.
- Conceptualize program flow of the reception program
- Assist in selection of music for the reception program
- Schedule and assist practices/ rehearsals.
- RSVP
- Unlimited event consultation and assistance (through phone & email)
- Five (5) months of preparation & around 4 to 6 meetings to complete (planning, ocular, meeting the suppliers and finalization)
- **PLUS +++ ON THE DAY COORDINATION**

Conforme:

CLIENT'S NAME & SIGNATURE

Date signed:

AUTHORIZED REPRESENTATIVE

LDR EVENTS SOLUTION

Date signed: