



WEDDING – FULL COORDINATION

Number of guests: 100 - 200

A. PRODUCTION

I. Event staffing

- 1 Head Coordinator
- 1 Technical Director
- 1 Program Director
- 1 Floor Directors
- 2 Production assistants
- 2 Registration staff

B. EVENT MANAGEMENT DETAILS

OVERVIEW: PLANNING

- Meet with the client within (12) months but not later than two (2) months before the event.
- Pre-event meetings will be scheduled prior to the event.
- FULL EVENT Detailing
- Discussion of theme, style etc. to get a better idea of the couple's expectations on the big day.
- Provision of timeline for the event
- Unlimited phone and email consultations upon contract signing.
- Find all suppliers/service providers as requested. Attendance at meetings with suppliers/service providers as requested.
- Client turnover of all signed final contracts (if any) and other plans for reference, follow up, confirmation, coordination and execution.
- Assistance with budget and breakdown of cost. Monitor, maintain and manage the set budget.
- Assist the client in monitoring payment due dates of suppliers.
- Ocular inspection of the venues.
- Assist in conceptualizing the reception program. Create program flow, script and assist host during the event day.
- Provide a details schedule for the date of debut. Upon client's approval, schedule will be strictly followed and implemented on the event date.
- Management and supervision of venue set-up, debutante preparation and reception program.
- Guest confirmation / RSVP
- Bride and Groom assistance before, during and after the party (from hotel/residence to the venue).



- Guest, gift & program management.
- Coordinate with the banquet sales representative and captain waiter.
- Coordination with suppliers on the day of the event.
- Turnover of wedding accessories, gifts, leftover foods and other items to client after reception.
- Review the program flow and details with the suppliers.
- Handle guest registration.
- Ushering the guest
- Management of each event of the program.
- Assist the host/emcee, photographer and videographer.
- Manpower pooling for the event
- 8 coordinators during the entire event day.

SERVICE DETAILS: PREPARATION

AT THE BRIDAL SUITE

- Coordinator will arrive at the preparation venue four (4) hours before the ceremony to provide assistance to the bride. The coordinator will also check on the groom if he is checked-in the same venue.
- Check on the arrival and coordinate with the makeup artist, hairstylist, photographer, videographer, florist and bridal car.
- Gather bridal accessories (rings, coins, arrhae, pillow, cord, veil, matches), offertory items, flowers and misalletes and transport to the ceremony venue.
- Collect giveaways, guestbooks and other related items for delivery to the reception venue.

SERVICE DETAILS: CEREMONY

- Check the set-up of the ceremony venue.
- Check on the arrival and coordinate with the musicians and/or singers, florist, priest/minister, commentator, lector, readers, offerors and wedding entourage.
- Distribute flowers, wedding accessories and misalletes.
- Organize and cue the processional and offertory line up.
- Assist in pictorial and recessional.
- Collect wedding accessories after the ceremony.
- Check for items that may be left behind after the ceremony.



SERVICE DETAILS: AT THE RECEPTION

BEFORE THE RECEPTION

- Check the set-up of the ceremony venue.
- Check the arrival of the host/emcee, musicians, entertainers, mobile and lights system and photobooth.
- Check the audio-visual presentation equipment.
- Check on the services of the suppliers.
- Coordinate the bridal photo sessions with the photographer and videographer.
- Check the delivery of the cake and flowers.
- Review the program flow and details with the suppliers.
- Coordinate with the banquet sales representative and captain waiter.

DURING THE RECEPTION

- Handle guest registration.
- Gift registry (number and note down each gift received).
- Line-up the bridal entourage for entrance (if applicable).
- Routing of guestbook.
- Distribute gifts to principal sponsors and entourage and giveaways.
- Management of each event of the program.
- Assist the host/emcee, photographer and videographer.
- Distribute crew meals to the suppliers.

AFTER THE RECEPTION

- Handling of leftover food, wine and other alcoholic drinks.
- Turnover gifts and wedding accessories and materials to the couple's point person.

Cost of package: Php80,000.00 (VAT exclusive)

- Package covers up to 200 guests.
- Additionl charges will apply per additioanl 50 guests.
- Client will provide meals for the coordinators during reception.



Optional Add ons:

- Guest confirmation/RSVP (additional Php3,000)
- Host/Emcee with script (Php10,000)
- Scriptwriting for the reception host/emcee (additional Php3,000)
- Choreography of first dance (additional Php5,000)
- Out of town rate (additional Php7,000++, depending on location). Accommodation may also be required depending on the location of event.

Other services:

Misalet design and printing: Php3,000

Wedding invitation design and printing: Php12,000

PACKAGE DETAILS

Cost of package: Php80,000.00 (VAT exclusive)

- Package covers up to 200 guests. Additional charges will apply per additional 50 guests.
- Client will provide meals for the coordinators during reception.
- Additional charge for guests exceeding 250:
 - No. of guests: _____ Amount: _____

TOTAL CONTRACT PRICE: _____



TERMS AND CONDITIONS OF AGREEMENT

1. The Client agrees to pay the Event Organizer the amount of **Eighty Thousand Pesos Only (Php80,000.00)**, exclusive of Taxes for all its services and event expenses described and detailed on the attached service details.
2. The Client agrees to pay the Event Organizer with the following payment scheme:

Amount	Date
Php 10,000.00	Contract Signing
Php 15,000.00	2 nd payment
Php 15,000.00	3 rd Payment
Php 20,000.00	4 th Payment
Php 20,000.00	5 th Payment
TOTAL	Php80,000.00

3. Check payment should be made to **A Company of Three Strands Event Management**
4. Rates are for Manila, Laguna (Sta. Rosa & Los Banos areas) and Tagaytay weddings only. Out of town rate apply for other destination weddings.
5. Php10,000 down payment is required upon contract signing.
6. Deposit is non-refundable. It is not transferable to another date.
7. Remaining balance should be settled ten (10) days before the event date.
8. The couple is responsible for paying suppliers directly. Acts Events will assist in monitoring due payments.
9. All suppliers/services contract will be between the bridal couple and the suppliers/service provider.
10. Any items needed for the wedding (ceremony & venue) must be purchased by the couple in advance.
11. The Wedding Planner understands her/his role will be that of advisor and coordinator. The bridal couple will make all the selections of suppliers/service providers.
12. Acts Events wedding planner/coordinator will use her/his judgement when taking action in regard to changes, weather, tardiness, non performance etc. based on the situation, time limitations and/or wishes.
13. The Planner understands her/his role will be that of advisor and coordinator.
14. The client gives permission and shall allow Acts Events to use any photograph of them, the reception setting for viewing on our website and social media accounts for promotional purposes only. The photographer's name will be promoted underneath the photos (if applicable).
15. Acts Events gives permission and shall allow the client to use any photographs or videos in which the coordinators appear.



By affixing my signature in this document, I do hereby agree to have read and fully understood the terms and conditions.

CLIENT'S SIGNATURE OVER PRINTED NAME

DATE

ACTS EVENTS MANAGEMENT REPRESENTATIVE

DATE

PAYMENTS

Downpayment

Received the amount of: _____

Date: _____

AR#: _____

ACTS Events Management

Client's printed name over signature