
DEBUT GRAND PACKAGE: Php600,000

Number of guests: 100 - 150

A. LOGISTIC

I. Lights, Sounds, and Trusses

- Floor plans for Trusses
- Programing for Lights and Sound
- Installation and dismantling
- Technical staffs (Sound and Light Directors)

II. Stage set up

- Additional Stage platform (depends on event venue)
- Stage design (2 design options for client)
- Installation and dismantling

III. Venue Styling

- Styling of stage according to the theme
- Styling of lobby/ registration area according to theme
- Additional Styling for 10 - 15 tables according to the theme

IV. LED Screens & Monitors (2 sets)

- Floorplans for LED Screens
- Programing for videos
- Livefeed monitors
- Technical staffs (Sound and Light Directors)

V. Documentations

PHOTO COVERAGE ON EVENT DAY

- 3 photographers
- Full coverage (hotel to the reception)
- 200 high resolution edited photos in DVD (artist's choice)
- Unedited high resolution photos in DVD
- 8×10 20 pages album
- 200pcs 4R prints (artist's choice)
- Onsite/Same Day Edit slideshow

VIDEO COVERAGE ON EVENT DAY

- 2 videographers
- Use of glidecam, glidetrack and crane
- Same Day Edit video (approx. 3-5 mins)
- Cinematic Highlights (approx. 12-15 mins)
- 3 DVD disc with Same Day Edit video & Cinematic Highlights
- Unedited raw video files (external hard disk storage to be provided by the client)

B. PRODUCTION

I. AVP (Audio Visual Presentation)

- Livefeed
- Introduction Video Concept

II. Production no. (Dance Choreography)

- Opening no
- Choreography and production number of debutante

III. Event staffing

- 1 Program Director
- 1 Floor Directors
- 1 Technical Director
- 2 Production assistants
- 2 Stage Managers
- 2 Assistant Managers
- 1 Host
- 1 Program & Script Writer
- 1 Music Director

IV. Music Editing

- production no
- 18 roses dance
- Music Management

C. HAIR & MAKEUP ON EVENT DAY

- Traditional makeup & hair for debutante and mother
- With retouch

D. INVITATIONS & GIVEAWAYS

- Custom invitations by Printsonalities / Written in Ink

E. PRE DEBUT PHOTO SESSION

- 4 hrs max, 1 photographer
- Pre debut AVP
- Unedited high resolution photos in DVD
- Hair and makeup for debutante
- Styling during the shoot:
 - o Conceptualization and look books for one setup
 - o Art direction and assistance during shoot
 - o Location/venue advice
 - o Wardrobe styling advice
 - o Provision and setup of basic accessories
 - o Handheld props and DIYs.

F. EVENT MANAGEMENT DETAILS

OVERVIEW: PLANNING

- Meet with the client within (8) months but not later than two (2) months before the event.
- Pre-event meetings will be scheduled prior to the event.
- Discussion of theme, style etc. to get a better idea of the debutante and the family'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 venue.
- Assist in conceptualizing the 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 program.
- Guest confirmation / RSVP
- Debutante assistance before, during and after the party (from hotel/residence to 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 debut 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
- Provision of food for the suppliers.
- 12 coordinators during the entire event day.

TERMS AND CONDITIONS

Terms of payment:

- Php60,000 down payment is required upon contract signing. Remaining balance can be paid in installment via post-dated cheques: *(Sample payment schedule)*

	AMOUNT	DUE DATE	
1st	₱60,000.00		Upon booking
2nd	₱150,000.00		1 month from booking
3rd	₱100,000.00		
4th	₱150,000.00		
5th	₱100,000.00		
6th	₱40,000.00		
TOTAL	₱600,000.00		

- 1st and 2nd payment are non-refundable, as these are used to book all required suppliers. It is not applicable and non-transferable to another date in case the client decides to postpone or cancel the event.
- If the client withdraws from hiring the Event Organizer after this contract had been signed and before the down payment has been given, the Company agrees to pay 30% of the management fee, which shall serve as payment for consultation and Pre-arrangement Services.
- If the client cancels the event, the deposit paid to the event Organizer will be forfeited and the Company shall reimburse the Event Organizer for all outstanding expenses including cancellation fees incurred by suppliers for the event
- Notice of cancellation from the Company must be provided to the Event Organizer in writing.
- Remaining balance should be settled on the event day.
- No pencil booking. Event date will be blocked off upon contract signing and receipt of down payment.
- Package is for events in Metro Manila area only. Additional rates apply for destination / out of town events. Reduction of rates is possible if event is in Manila.