



Full Coordination

SHOULD BE 0-10% DONE WITH PREPARATIONS
HAVE A MAXIMUM OF 300 GUESTS
APPROXIMATELY 9-12 MONTHS OF SERVICE

www.perfectmomentsPH.com , eventsbyperfectmoments@yahoo.com

Contact Erika: 563.6879; 0917.5361015; 0922.88ERIKA

Description

Our Full Coordination service is perfect for those always busy (or just plain lazy). Let our team take care of EVERYTHING you need for your big day. Just sit back, relax and leave it to us.

Service Fee

Within Metro Manila
PhP 42,400

Laguna, Tagaytay and Batangas
PhP 46,400

Other locations
Available upon request

Terms

50% Down payment

50% Balance on the event

Promos & Discounts

Available during Bridal Fairs
or upon announcement in
Website.

Prices and details are subject to change without prior notice. All details in this file is valid until August 31, 2009 only.

Prior the Event

Wedding Planning Process

- Unlimited consultation online or via phone starting 9 – 12 months before the wedding.
- 8 Pre-event “PHYSICAL” meetings that can include scheduled supplier shopping, Meetings with suppliers that require our presence and participation, Venue Ocular, Pre-Production meetings and set-up and optional wedding rehearsal
- Conceptualize and customize a theme for the wedding that best suits the couple.
- Secure and provide list of possible venues, suppliers and cost of each.
- Schedule meetings with suppliers to discuss the packages, set-up and sequence for the event.
- Manage the budget of the client.
- Book and make payments to suppliers upon request.
- Provide the client with a complete wedding planner checklist / timeline.
- Review of contracts and details with the suppliers chosen.
- Follow-ups for suppliers needed.
- Inform suppliers any details that the client may prefer to change on the process.
- Provide necessary inputs and reminders to client.
- Plan and arrange flow of ceremonial rites, reception program and wedding day schedule.
- Settle bills with remaining suppliers.
- Conduct RSVP thru email or SMS.

On-the-day of the event

Wedding Coordination and Plan execution

- Supervise the ceremony and reception venue set-up.
- Implement ceremony and reception program as planned.
- Brief suppliers and participants of their duties and responsibilities.
- Assist in guest and gift registration, gift inventory, souvenir distribution, guest book signing, pictorial sequence, and distribution of final payment to suppliers.
- Turn over all gifts and materials used in the ceremony and reception to bride/ groom or representative after the event.

Manpower

The Leader and Team work together

- One wedding planner to handle the wedding planning process and lead the entire event preparation.
- 6 wedding coordinators (planner included) to assist on the day of the event.