



# Turn Over Coordination

SHOULD BE 50% DONE WITH PREPARATIONS  
HAVE A MAXIMUM OF 300 GUESTS  
APPROXIMATELY 6 - 9 MONTHS OF SERVICE

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## Description

*Changed your mind about going D-I-Y? Don't lose the momentum (or hope, for that matter). Our Turn Over Coordination service will only require you to hand over the burden to us. We'll finish what was already started.*

## Service Fee

Within Metro Manila  
PhP 32,100

Laguna, Tagaytay and Batangas  
PhP 34,500

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.
- 5 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
- Suggest or customize a theme for the wedding to enhance the event.
- Secure and provide list of possible venues, suppliers and cost of each for your remaining needs.
- 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 remaining 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.