

THE 3rd PARTY

Crossover Planning and Coordination

Before Your "I Dos"

1. Conceptualize the wedding statement in consultation with the couple
2. Advise couple in achieving the requirements of the wedding statement
3. Advise couple in budget management
4. Consult with couple via phone, fax, and e-mail
5. Consult with couple on the legal and documentary aspects of the wedding
6. Consult with couple on the creative and practical aspects of the wedding
7. Recommend two suppliers for each wedding requirement
8. Review contracts of suppliers and make recommendations based on them
9. Devise a three-day plan for the bride and groom – the wedding day and the days before and after
10. Coordinate with contracted suppliers for the delivery of their services
11. Plan the logistics and technical requirements of the wedding
12. Advise the couple on the reception and ceremony lay-out (the latter only if applicable)
13. Coordinate with the entourage members for timely arrival at the ceremony
14. Discuss with the maid of honor and best man their duties for the wedding
15. Coordinate with the ceremony participants for timely arrival at the ceremony
16. Discuss with the commentator certain procedures needed for the ceremony
17. Plan the reception program
18. Meet with the emcees to coach and familiarize them with the wedding program

The Day of Execution

1. Arrive at the preparation venue to coordinate arrival of needed supplier
2. Enforce agreements stated in the contract between the couple and various suppliers
3. Manage the flow of the ceremony (entourage march, bridal march, offertory)
4. Distribute wedding accessories such as flowers, ceremony programs or missalettes, recessional effects, cord, veil, pillows (for Catholic ceremonies) and others
5. Manage the flow of the reception program
6. Manage guest registration (for Filipino and English speaking guests)
7. Manage gift registration
8. Schedule the meals of the different suppliers present at the reception

At the End of the Day

1. Turnover the couple's payments to the suppliers
2. Endorse and return to the trustee all materials used in the wedding ceremony and reception
3. Endorse to the trustee all gifts received
4. Endorse all leftover food and cake to the trustees
5. Turnover all receipts and documents to the newlyweds

Exclusions

1. Meetings with suppliers shall be set up by the couple.
2. Planners are not required to attend meetings with the suppliers.
3. The couple may request a meeting per month prior to the day of the wedding, excluding the meetings for Wedding Day Planning and Coordination.
4. Purchasing materials for the wedding shall be the responsibility of the couple.