

THE 3rd PARTY

Crossover Planning and Coordination

Before Your "I Dos"

1. Perform a comprehensive study to determine the kind of wedding the couple wants using the following methods:
 - a. Comprehensive Wedding Assessment
 - b. Demographic study of planned guest composition
 - c. Prioritization of specific segments of the wedding
 - d. Creation of a Wedding Statement
2. Prepare a creative brief and graphic presentation of personalized ideas and unique solutions focusing on the Wedding Statement
3. Prepare a cost-effective budget allocation based on the agreed budget for the wedding
4. Prepare an efficient timeline of tasks to complete the wedding plans
5. Consult with the couple via online meetings, Viber chatgroup and email
6. Consult with the couple on the legal and documentary aspects of the wedding
7. Prepare a detailed list of recommend suppliers (two suppliers for each wedding requirement) matched against budget allocation and creative brief
8. Within two months of the wedding:
 - a. Go through an extensive wedding checklist in order to confirm the current wedding plans of the couple
 - b. Identify possible loopholes in the couple's wedding plans and suggest solutions and improvements whenever necessary
 - i. Collaborate with suppliers to help them achieve their creative and technical deliverables by having a cohesive plan for all suppliers involved in the wedding, including lighting design and sound/acoustic planning
 - c. Plan and execute a comprehensive technical and logistical plan for suppliers involved in production from church to reception
 - d. Create an appropriate, timely and effective reception program
 - i. Based on the final demographic study of guests
 - ii. In collaboration with the emcee/s and couple
 - iii. Factoring in deliverable requirements of suppliers
 - e. Prepare a scaled reception lay-out
 - i. To detail the placement of tables, chairs, stage, dance floor and supplier/styling equipment
 - ii. To manage the flow of guests
 - f. Plan and execute food and beverage considerations such as:
 - i. Special meals for guests (vegan, vegetarian, non-dairy, halal, children's meals, etc.)
 - ii. Appropriate number of orders for cocktail, main dinner and after-party fare
 - iii. Appropriate amounts for alcoholic and non-alcoholic beverages
 - iv. Possible supplier meals for preparation, ceremony and reception

- g. Devise a three-day schedule for the bride and groom – the wedding day and the days before and after
- h. Communicate and coordinate with the entourage members for their timely arrival for preparation, pictorials, ceremony and reception
- i. Communicate and coordinate with the ceremony participants for timely arrival at the ceremony
- j. Advise the couple about possible solutions and workarounds to unforeseen events when such circumstances arise

In the time of Covid 19

1. Advise the couple about current rules and regulations set forth by government and venues for gatherings and events
2. Create a workable plan for adhering to safety standards and collaborate with suppliers to ensure a safe and healthy working environment for families, guests and crew

During Your "I Dos"

1. Enforce agreements stated in the contracts between the couple and their suppliers
2. Manage the flow at the ceremony venue (from the arrival of guests, entourage march, bridal march, offertory and recessional)
3. Manage technical and production segments from the arrival of guests to the after-party
4. Manage the flow at the reception venue
 - a. Arrival of guests
 - b. Guest registration (for Filipino and English speaking guests)
 - c. Gift registration
 - d. Cocktails
 - e. Reception program
 - f. After-party

After Your "I Dos"

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 and left-over food and beverages
4. Turnover all receipts and documents to the newlyweds

Stipulations

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 schedule online meetings prior to the day of the wedding, excluding the meetings for Wedding Day Planning and Coordination. (Maximum of six (6) online meetings.)
4. Purchasing materials for the wedding shall be the responsibility of the couple.