

# THE 3<sup>rd</sup> PARTY

## *Hand-Over Planning and Coordination*

### *Before Your "I Dos"*

1. Conceptualize the wedding statement in consultation with the couple
2. Advise the couple on the remaining budget
3. Review contracts of suppliers
4. Advise couple on the legal and documentary aspects of the wedding
5. Advise couple on the creative and practical aspects of the wedding
6. Recommend two suppliers for each remaining wedding requirement
7. Set-up and attend meetings with suppliers
8. Make payments to suppliers upon the request of the couple
9. Schedule fittings and appointments with designer or dress-maker
10. Devise a three-day plan for the bride and groom – the wedding day and the days before and after
11. Coordinate with contracted suppliers for the delivery of their services
12. Plan the logistical and technical requirements of the wedding
13. Advise the couple on the reception and ceremony lay-out (the latter only if applicable)
14. Coordinate with the entourage members for timely arrival at the ceremony
15. Discuss with the maid of honor and best man their duties for the wedding
16. Coordinate with the ceremony participants for timely arrival at the ceremony
17. Discuss with the commentator certain procedures needed for the ceremony
18. Plan the reception program
19. 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

### Optional Service: Requirement Assistance

1. Secure baptismal and confirmation certificates (Manila based churches only)
2. Secure birth certificates and CENOMARS (Certificates of No Marriage)
3. Secure and deliver wedding banns for the couple
4. Coordinate with the church Chancery Office for submission of requirements (for foreigners, mixed religion marriages, etc.)
5. Submit all documentary requirements of the ceremony venue
6. Assist in marriage license application

\* Hand-Over Coordination applies to couples, who have hired approximately half of the suppliers needed for the wedding.