

THE 3rd PARTY

Hand-over Planning and Coordination

Before Your "I Dos"

1. Go through an extensive wedding checklist in order to study the current wedding plans of the couple
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. Identify possible loopholes in the couple's wedding plans and suggest solutions and improvements whenever necessary
3. Prepare a creative brief and graphic presentation of personalized ideas and unique solutions focusing on the Wedding Statement
4. Prepare a budget allocation based on the remaining budget for the wedding
5. Prepare a detailed list of recommend suppliers (one to two suppliers for each of the remaining wedding requirements) matched against budget allocation and creative brief
6. Review the current contracts of the couple with suppliers
7. Schedule and attend meetings with couple and suppliers
8. Make payments to suppliers upon the request of the couple
9. Schedule fittings and appointments with designer or dress-makers
10. Consult with the couple via online and in-person meetings, Viber chatgroup and email
11. Consult with the couple on the legal and documentary aspects of the wedding
12. Within one and a half months of the wedding:
 - a. 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
 - b. Plan and execute a comprehensive technical and logistical plan for suppliers involved in production from church to reception
 - c. 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
 - d. 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
 - e. 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
- f. Devise a three-day schedule for the bride and groom – the wedding day and the days before and after
- g. Communicate and coordinate with the entourage members for their timely arrival for preparation, pictorials, ceremony and reception
- h. Communicate and coordinate with the ceremony participants for timely arrival at the ceremony
- i. 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

Stipulation

Hand-Over Planning and Coordination applies to couples, who have contracted and paid for half of the suppliers needed for the wedding.