

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

## *Wedding Day Planning and Coordination*

### *Before Your "I Dos"*

1. Devise a three-day plan for the bride and groom – the wedding day and the days before and after
2. Coordinate with contracted suppliers for the delivery of their services
3. Plan the logistical and technical requirements of the wedding
4. Advise the couple on the reception and ceremony lay-out (the latter only if applicable)
5. Coordinate with the entourage members for their timely arrival at the ceremony
6. Discuss with the maid-of-honor and best man their duties for the wedding
7. Coordinate with the ceremony participants for timely arrival at the ceremony
8. Discuss with the commentator certain procedures needed for the ceremony
9. Plan the reception program
10. 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