

As of May 01,2015

The importance of having someone in charge on the wedding day cannot be overlooked. Organization and efficiency is key. This is what we do best. We have two packages based on your needs.

#### A. TURNOVER PACKAGE

This service is done when the Bride and Groom have already signed contracts with various vendors, but would like someone else to oversee the implementation of the arrangements and make sure everything will run smoothly and stress-free.

##### I. SERVICE DETAILS

- Pre-event meetings with the Bride and Groom, 1 ½ month before or 6 weeks before the wedding.
- Unlimited bridal consultations and assistance through phone and email upon signing of contract until the day of turnover
- Provide Client a complete bridal workbook and soft copy of TEMPLATES to be used for the event.
- Recommend accredited professional and dependable vendors that best suit the couple's needs and budget.
- Assist couple in confirming details, services, and final agreements with wedding suppliers (banquet manager, florist/event stylist, photographer, videographer, cake designer, musicians/band/strings/sound system, gown designer, stationer etc.)
- Assist in reviewing service contracts of previously booked suppliers
- Require the client to turn over all final contracts signed by them to GM for confirmation, review and follow ups.
- Confer with the client and the vendors on the details of the arrangement, layout, set-up (floral arrangements for couple's table, VIP tables, guest tables, cake table, registration and gift table, musicians/band setup, AVP set up, dance floor and food table set up).
- Orientation of specific roles of the entourage and other participants for church/reception on the day of the event. Wedding rehearsals are optional and will be charged separately.
- Ocular inspection to the ceremony-reception site and coordination with client identified suppliers.
- Pre-production meeting with selected suppliers
- Guest management and Registration, floor plan layout, and seating arrangements
- Assistance in conceptualizing and organizing the whole reception program including briefing of emcee
- Assist in providing template scripts for the program emcee if necessary
- Provide an outline with exact time of reception program
- Provide customized WEDDING CHECKLIST for the couple to use as guide list on things they need to endorse to coordinators and items they need to prepare and bring for the bridal suite, church and reception on the day of the event
- Assist in the selection of music for the ceremony and reception if necessary
- Over all management and implementation of the WEDDING DAY TIMETABLE provided by Getting Married for the bridal suite, church & reception.
- Help organize and route ceremony and reception materials (e.g. gifts for principal sponsors, entourage, offertory materials, missalettes, souvenirs, etc.)
- Preparation of church processional
- Coordinate with church for seating arrangements of principal sponsors and entourage, missalette, and songs in coordination with the officiating celebrant and church musicians
- Provide the Bride a Special Personal Assistant to assist her on her needs on the day of the event.
- Provide a CREW MEAL REPORT to the client for actual advice on cash allowances or meals required by suppliers
- Supervision of the venue set-up (Church and Reception)
- Gift management and Wine inventory
- Make Proper endorsements and prepare Wedding Day Turnover checklist at the end of the reception program
- Facilitate payment to the suppliers balances after end of program together with the Clients assigned Cash Administrator.
- Arrange call time of suppliers and entourage.
- Rehearsal is optional (additional P 5,000.00)
- **RSVP CLAUSE-- RSVP ADDITIONAL CHARGES OF P 10,000.00 UP TO 300 PAX ONLY. ADDITIONAL CHARGES APPLY TO MORE THAN 300 PAX.**
- Staffing on the event day to assure a smooth flow of the wedding ceremony and reception: For 200 pax and below
  - 1 Event Manager
  - 1 Assistant Event Manager
  - 4 Event Assistants

**Note :** Number of staffing increases depending on nos. of guests with corresponding additional fee as well.

## B. FULL COORDINATION PACKAGE

This service starts 1 to 1 ½ year before the wedding date.

1. Provide the client a Full Package Detailing Form to better assess clients budget, preferences, priorities and requirements
2. Provide a Wedding Timeline Report on a monthly basis or as necessary.
3. Assist in determining and planning the budget and help manage to stay within the budget.
4. Assist in finding the perfect location: Church or Ceremony Venue, Reception Venue and/ or Caterer
5. Refer and set-up appointment with various pre-screened Vendors: Wedding Gowns; Caterer, Printer, Florist, Cakes, Photographer, Videographers, Bridal Car, Sound System and other bridal needs to the last details.
6. Assist in negotiations and reviewing contracts with vendors.
7. Assist with wedding documentations (Limited to submitting of requirements only)
8. Follow – ups and overall coordination with booked suppliers (through emails, phone calls and meetings)
9. Monitoring and Management of deposits / balances /payments made to suppliers by the client. Supplier's balances report will also be prepared by GM.
10. Assist in reviewing wordings, and addressing of invitations and sourcing of calligrapher.
11. Assist in composing and selecting readings for the ceremony, misalette or wedding program.
12. Assist in dialoguing with venue manager and caterer for room layout plans, seating and place cards arrangements floral arrangements, table set-up, musicians, stage, technical riders , audio-visual, dance floor.
13. Assist in selection of music for the ceremony, reception and dinner.
14. Assist in advising & coordinating schedules for measurements, fittings, pre nups, trial make-ups and other wedding related appointments
15. Recommend and source out gifts for the principal sponsors and bridal entourage
16. Plan and coordinate Wedding Rehearsal if necessary .
17. Coordinate and confirm with all the vendors chosen in reviewing details of arrangements.
18. Instruct all attendants of their duties during the ceremony and reception
19. Assist in conceptualizing Wedding reception program and preparing the wedding day timetable
20. Facilitate printing of misalette
21. With R.S.V.P
22. **Wedding Rehearsal is limited to Metro Manila Only. If out of town, extra charges will apply.**
23. **TURN OVER EVENT COORDINATION IS APPLIED.**

### NOTE: ON FULL PACKAGE

- Overseas call, Local long distance calls, postage mailing package fees are not included in the package

**WEDDING COORDINATORS & EVENT PLANNERS CORP.**

### ON THE WEDDING DAY FOR BOTH TURN OVER & FULL COORDINATION PACKAGE

- **AT THE BRIDAL SUITE**
  - Arrive 4 hours before the ceremony time at the bridal suite/residence of the bride to check the delivery and set up of the gown, paraphernalias, arrival of the hair & make up , flowers, photographer, videographer , designer.
  - Arrange wedding gown in body form and all bridal items for photo shoot.
  - Arrange the wedding trousseau of the groom (if the groom and bride's dressing location is in one place) on the bed for pictorial purposes
  - Check on the Bride and the Entourage at home or the hotel, and coordinate on last minute details.
  - Time Management implementation according to schedule.
  - Check on all supplies needed for the wedding (flowers, misalletes, souvenirs, guestbook etc) to be brought to the church
  - Securing all bridal accessories (rings, coins, arrhae, pillow, cords, matches & veils, offering etc) and bring to church/ceremony
  - Distribute the necessary crew meals for the members of the suppliers team.
  - Assist the bride in dressing up and check on last minute details
  - Secure all necessary items for the reception as per Wedding Checklist
- **AT THE CEREMONY**
  - Check ceremony set-up and seating arrangements of entourage/sponsors, parents, bridal pews, musicians, set-up of matrimonial candles if applicable.
  - Assemble all needed materials and paraphernalia (i.e. misalette, unity candles, offertory materials)
  - Coordinate with church proper set-up of ceremony site (decorations, couple's chairs, candle arrangements, seating arrangements of entourage, parents, sponsors, musicians/singer/s and offerors)
  - Check arrival of musicians, choir, priest, lectors, commentators, offerors.
  - Distribution of flowers for bridal entourage, wedding accessories (lighter or matches, veil, cord, rosary, bible, ring and arrhae pillows) to respective ceremony participants and misalletes
  - Brief & cue the wedding participants (entourage, lector, offerors, readers, etc.) of their respective duties and responsibilities.
  - Organize and cue processional line up and cue proper distance for picture taking

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- Assist the bride in fixing of her veil and train before her march and check on her make up (if make up artist is not present to do retouch)
- Cue the musicians when to play the bridal march song when the bride is ready to enter the church
- Monitoring of wedding rites and troubleshooting.
- Collect candles, lighters/matches, veil, cord, arrhaes, pillows and marriage license after the ceremony.
- Assist in the offertory line up, signing of contracts, pictorial and recessional
- Supervise petal/confetti/bubble showers/butterfly release and dove release after recessional
- Gather and safe keep all wedding accessories endorsed to coordinator after the ceremony for turnover after the reception
- Check on the ceremony venue for any item that may be left behind.

- **AT THE RECEPTION**

- A. Before the Reception**

- Check room set-up, positioning of tables, stage layout and general lay-out of the area.
- Ensure correct implementation of lay- out, decors, seat plan, table numbers and chairs counts.
- Organize gift table and set up Guest Book table
- Check and assist in set up of special linens and chairs, and important details according to wedding theme.
- Check on the Set-up, seating and place cards for the presidential table/VIP table.
- Guest Management and seating arrangement.
- Check delivery of cake and set-up of cake display table.
- Check delivery of flowers and decoration set-up
- Check delivery of souvenirs and giveaways
- Coordinate with Captain Waiter and Banquet Sales representatives all details specified on the event order
- Check arrival of musicians, entertainers, emcees, mobile system.
- Check audio-visual presentation equipment and set-up
- Do technical checks and rehearsals on Audio Visual Presentations, musicians, participants
- Coordinate with the photographers and videographers pictorial details during reception.
- Monitor services to ensure each vendor complies with the agreed contract.
- Give program copy/scripts to all suppliers (emcee, lights and sound system, photographer, videographer and the Captain waiter) with concerns to the program execution
- Go over with the suppliers the details of the program for proper coordination and timing.

- B. During the Reception**

- Facilitate registration of guests
- Help usher guests especially the VIP to their respective seats
- Assist the Emcee/Host to ensure smooth flow of the program
- Maintain timing of each event for smooth flow of the program with coordination with the emcee/host
- Routing of the guestbook, gifts to principal sponsor and entourage and the guests giveaways (during dinner or before the program ends)
- Assist photographer and /or videographer where they are needed to ensure smooth transitions of photos.
- Make a headcount of the guests
- Oversee and directs the reception program, that is grand entrance, cutting of the cake, toast, first dance and garter and bouquet tosses or games
- Coordinate with the Captain waiter to ensure good service of food and beverage to guests, most especially to the couple and the Presidential/VIP table
- Safe keep gifts for the couple (special instructions from client as to where gifts will be brought or turn over to person in charge. (Note: except cash gifts which we do not safe keep. Kindly assign a point person for the cash gifts )
- Manage the crew meal provided for suppliers and the timing of break
- Receiving and logging of gifts.

- C. After the Reception**

- Handling of left over food, distribution of Wedding Cake and other items as requested by client.
- Do a wine inventory before and after the event (for wines and alcoholic drinks if client provides)
- Assist in packing up of all gifts and items used in the ceremony and at the reception and endorsing and endorsing them to the authorized person.
- Assist the cash administrator point person chosen by client, in facilitating payments / balances to suppliers
- Turn over to client or person in charge all the wedding accessories and other materials

**NOTE: FOR EVENTS THAT WILL REQUIRE ADDITIONAL SET UP OF COVERAGE LIKE TENTS AND THE LIKE OR ANY STRUCTURE THAT NEEDS TO BE BUILT LIKE PLATFORM, FLOORWORKS, STAGING AND THE LIKE, THERE WILL BE AN ADDITIONAL CHARGE FOR THE SERVICE FEE.**

**THE SERVICE FEE WILL BE BASED ON A CASE TO CASE BASIS DEPENDING ON THE DETAILS PROVIDED DURING INQUIRY.**

### **OTHER TERMS AND CONDITION**

1. Maximum of 4 meetings for Turn Over Coordination service, turnover shall start 1 ½ month or 6 weeks before the wedding day.
2. All meetings will be presided by either Ms. Kutchie Zaldarriaga or an appointed representative of the company.
3. Client must endorse only one assigned point person during the preparation of the event especially if the client is based abroad.
4. It is advised that client must maintain a joint email account during the entire wedding preparation.
5. Food and beverages is not part of the service fee . Client shall provide the 2 full meals for our team on the wedding day itself (number of coordinators is indicated in the contract )
  - If it's a morning wedding, the Breakfast will be cash allowance of P 200.00 per coordinator and The Lunch will be cash allowance of P300.00 per coordinator or plated crew meal of the caterer or the hotel.
  - If it's an afternoon wedding, the Lunch will be cash allowance of P 200.00 per coordinator and Dinner will be cash allowance of P300.00 per coordinator or plated crew meal of the caterer or the hotel.
6. Out of Town Rate
  - ↳ RIZAL (ANTIPOLO, ANGONO, TAYTAY, MANGO FARM) - P 2,000.00
  - ↳ ALABANG - P 2,000.00
  - ↳ BATANGAS, BULACAN, PAMPANGA, TAGAYTAY - 15,000.00with actual ocular at the venue. ( 1x for OTD accounts and 2x for FULL accounts ) Additional request for oculars will be charged P 2,000.00 per visit.
7. Out of Town Rate - more than 2 hrs. away from Manila ( land travel time ) : additional rate of P 40,000.00 . Plus client will take care of the actual cost of the van rental and actual cost of the gasoline / round trip airfare cost if necessary / room accommodations for the team in a decent venue /P 200.00 cash food allowance for each staff per meal,per day ( breakfast, lunch & dinner ) during the duration of the stay/ separate ocular fee cost if necessary . ( Note: details of the total actual cost will be itemized separately )
8. For morning weddings with CALL TIME of 4 am / 5am / 6 am for the coordinators, there will additional charges of P 500 per coordinator to cover for taxi transport as public utilities are not readily available for those call times.

### **TERMS OF PAYMENT:**

**\*\* FOR FULL ACCOUNTS PACKAGE, WE REQUIRE 50 % DOWNPAYMENT ( NON-REFUNDABLE )AND THE REMAINING 50% BALANCE WILL BE DUE ONE MONTH BEFORE THE WEDDING DAY ( NOT INCLUDING SATURDAY & SUNDAY, TO BOOK THE DATE AND WITH SIGNED CONTRACT.**

**\*\* FOR TURNOVER PACKAGE ACCOUNTS, WE REQUIRE 50 % DOWNPAYMENT (NON REFUNDABLE) AND THE REMAINING 50% BALANCE WITH POSTDATED CHECK , DATED FOURTEEN ( 14 ) WORKING DAYS BEFORE THE WEDDING DAY (NOT INCLUDING SATURDAY & SUNDAY ), TO BOOK THE DATE AND WITH SIGNED CONTRACT.**

#### **FOR FURTHER INQUIRIES CONTACT:**

**KUTCHIE R. ZALDARRIAGA**  
Unit 609 Crisanta Tower Condominium 325 Captain Henry Javier St., Brgy. Oranbo Pasig City  
Tel Nos.671-5497 / 584-5852 / 671-5496  
Cell: 0917 541 2749 / 09273138593/ 09997075479/ 09226050151  
E-MAIL :[kutchie@gettingmarriedphils.com](mailto:kutchie@gettingmarriedphils.com), [kutchie.gettingmarriedphils@gmail.com](mailto:kutchie.gettingmarriedphils@gmail.com)  
WEBSITE: [www.gettingmarriedphils.com](http://www.gettingmarriedphils.com)

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