

GETTING MARRIED WEDDING COORDINATORS & EVENT PLANNERS WEBSITE

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. See below our detailed services.

ON – THE DAY EVENT COORDINATION

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. On The Day Turnover starts a month before the wedding.

I. SERVICE DETAILS

- Pre-event meetings with the Bride and Groom one month 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.
- Recommend accredited professional and dependable pre screened 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 negotiation, haggling and reviewing service contracts of previously booked suppliers
- Sourcing, canvassing, and booking of other needed suppliers as may deemed needed by the planner.
- 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. Wedding rehearsals are optional and must be scheduled in advance.
- Ocular inspection to the ceremony-reception site and coordination with client identified suppliers, at least two (2) months in advance.
- Payment management (monitor and schedule payments for suppliers)
- Pre-production meeting with both sides of the family and main suppliers
- Guest management, floor plan layout, and seating arrangements
- Suggest creative crafts or accents on reception venue for a more distinct look
- Assistance in conceptualizing and organizing the whole reception program
- Assist in preparing technical scripts, emcee's script, and wedding program for the reception
- Provide at outline with exact time of reception program
- Provide Checklist for the couple to use as guide list on things they need to endorsed to coordinators and items they need to prepare and bring for the church reception on the day of the event

- Assist in the selection of music of the ceremony and reception
- Over all management of the wedding ceremony and reception
- Help organize ceremony and reception materials (e.g. gifts for principal sponsors, entourage, offertory materials, missalettes, souvenirs, etc.)
- Coordinate with church for seating arrangements of principal sponsors and entourage, missalette, and songs in coordination with the officiating celebrant and church musicians
- Attend to the bride and her needs before the ceremony. A GM staff will be assigned exclusively to assist the couple.
- Supervision of the venue set-up (Church and Reception)
- Briefing with emcee and other people who will play an important role in the program
- Guest and Gift Registration
- Assistance in giving souvenirs, special gifts, and/or other items
- Gift management and inventory of left over wines, food, cake , etc.
- Proper Turnover with checklist made to the point person of the couple.
- RSVP is optional (additional P 3,000.00)
- Staffing on the event day to assure a smooth flow of the wedding ceremony and reception:
 - 1 Event Manager
 - 1 Assistant Event Manager
 - 3–4 Event Assistants

ON THE WEDDING DAY

- ***AT THE BRIDAL SUITE***
 - Arrive 4 hours before the ceremony at the bridal suite/residence of the bride to check the delivery and set up of the flowers, arrival of the photographer, videographer and the 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 for all suppliers.
 - Check on all supplies needed for the wedding (flowers, misalletes, souvenirs, guestbooks etc)
 - Securing all bridal accessories (rings, coins, arrhae, pillow, cords, matches & veils, offering etc) and bring to church/ceremony.
 - Provide assistance in distributing crew meals at the bridal suite.
 - Assist the bride in dressing up and check on last minute details
- ***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. missalette, 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 arrahe pillows) to respective ceremony participants and misalettes
- 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
- 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.
- 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
- 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
- Arrange the Reception Lined up of the Bridal Party for the entrance march
- Assist the Emcee/Host to ensure smooth flow of the program
- Assist attendants in obtaining guests signatures in the guest book.
- Maintain timing of each event for smooth flow of the program with coordination with the emcee/host
- Routing of the guestbook/sign frame, gifts to principal sponsor and entourage and the 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 cutting of the cake, toast, first dance and garter and bouquet tosses
- 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.
- Manage the meal provided for suppliers

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.
- Ensuring that all balances to vendors are settled.
- Turn over to client or person in charge all the wedding accessories and other materials

SEMI-COORDINATION

This service is done when the bride and groom have already contacted and signed contracts with at least 50% of various vendors, but would like Getting Married to take over polish, details, and make necessary follow-ups for the wedding.

1. Getting Married will meet with the client three to six months before the wedding.
2. Refer and set-up appointments with vendors not yet contacted.
3. All contracts signed will be turned over to GM for review.
4. With Wedding Rehearsal
5. With R.S.V.P
6. Getting Married will confer and confirm with the vendors all the details of the arrangement
7. Planning and conceptualization of wedding theme.
8. ON THE DAY COORDINATION is applied.

FULL COORDINATION

This service starts six months to one year before the wedding.

1. Assist in determining and planning the budget and help manage to stay within the budget.
2. Assist in finding the perfect location: Church or Ceremony Venue, Reception Venue and/ or Caterer
3. Refer, accompany 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.
4. Assist in negotiations and reviewing contracts with vendors.
5. Assist in reviewing wordings, and addressing of invitations and sourcing of calligrapher.
6. Assist in composing and selecting readings for the ceremony, misallete or wedding program.
7. Assist in dialoguing with venue manager and caterer for room layout plans, seating and place cards arrangements floral arrangements, table set-up, musicians, stage, microphone, audio-visual, dance floor.
8. Assist in selection of music for the ceremony, reception and dinner.
9. Recommend and source out gifts for the principal sponsors and bridal entourage
10. Plan and coordinate Wedding Rehearsal and Despedida de Soltera for the bride or both.
11. Coordinate and confirm with all the vendors chosen in reviewing details of arrangements.
12. Instruct all attendants of their duties during the ceremony and reception
13. Assist in conceptualizing Wedding reception program and preparing the wedding day Calendar.
14. With R.S.V.P and Wedding Rehearsal
15. ON THE DAY AND SEMI-COORDINATION IS APPLIED.

NOTE: ON FULL PACKAGE

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

TERMS OF PAYMENT :

- **50% Downpayment to book the date (non-refundable) and with signed contract, 50% 1 week before the wedding day (for checks: please allow five working days clearing from the bank, for provincial checks: please allow 2 weeks clearing from the bank)**
- **Prices are applicable to 250 guests and below**
- **There is an additional charge of Php 1,000.00 per 100 guests in case number of guests exceed from the above stated number.**
- **Maximum of 4 meetings for On The Day service, turnover shall start 1 month before the wedding day.**
- **Food and beverages is excluded from the package fee. Client shall provide the 2 full meals (lunch and dinner) for our team on the wedding day itself (number of coordinators depends on the total number of**

guests). The lunch will be cash allowance of P200.00 per each coordinator and for dinner it will be plated crew meal of the caterer or the hotel.

- Outside Metro Manila weddings : with additional rate.