

# *Getting Married*

WEDDING COORDINATORS & EVENT PLANNERS



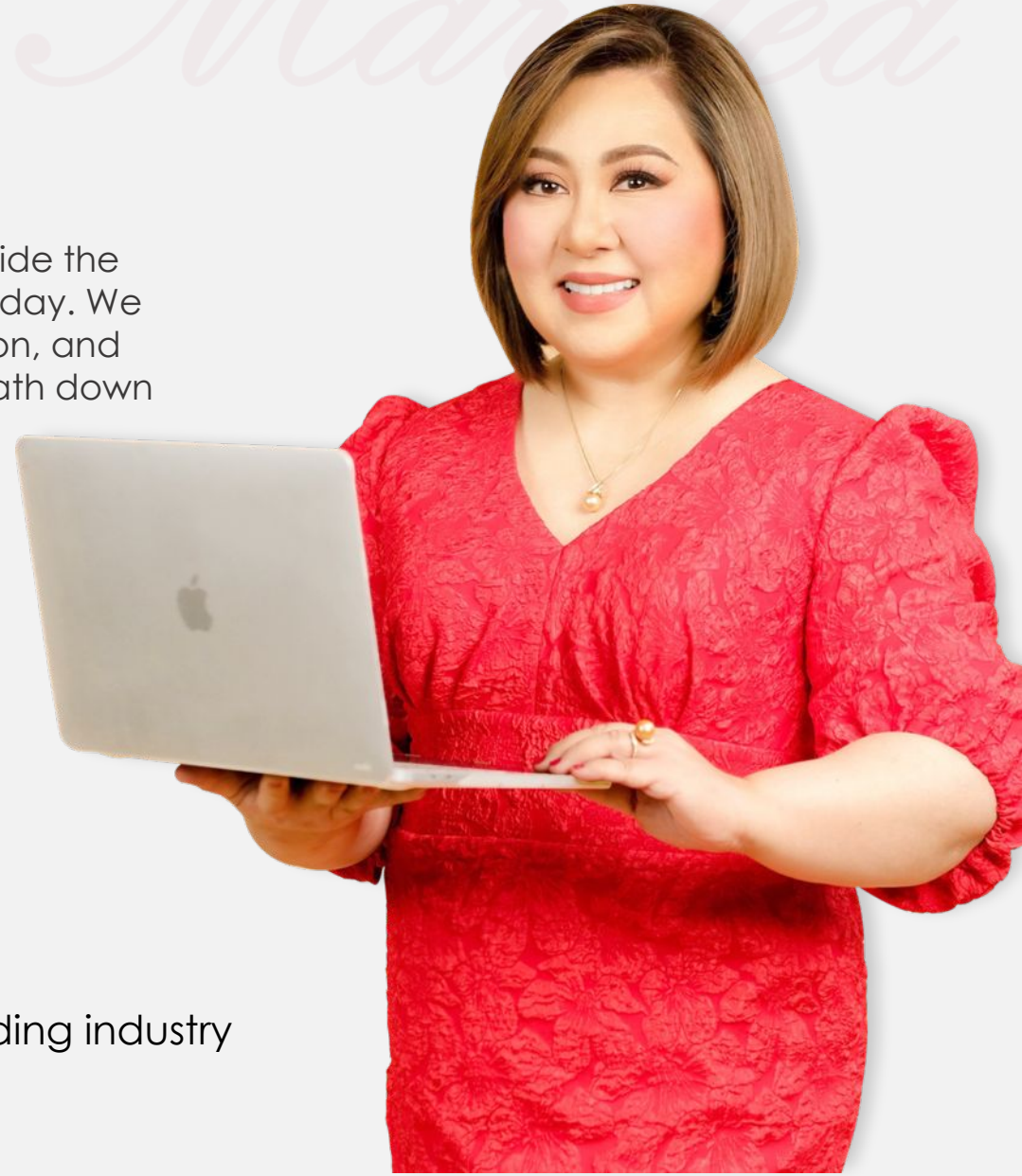


# About Us

We believe that every detail counts and we provide the planning and organization of your unforgettable day. We hope that you will allow us to use our energy, vision, and years of experience to help you start your own path down the aisle while staying calm.

## WHY BOOK US?

- stress-free wedding events
- wide range of dependable suppliers
- proven track record of 20 years in wedding industry



# Services



## **ON-THE-DAY COORDINATION**

(1 1/2 Month Before the  
Wedding Date)

**Php 75,000.00**



## **TURNOVER COORDINATION**

(6 Months Before the  
Wedding Date)

**Php 130,000.00**



## **FULL PLANNING AND COORDINATION PACKAGE**

(1 TO 1 1/2 Year Before the  
Wedding Date)

**Php 150,000.00**

Note: Our standard rates are applicable to weddings with 200 guests below.  
There will be an additional Php 3,000.00 in excess of every 50 to 100 guests.

**\*PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE\***



# On-the-Day Coordination 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.



# SERVICE DETAILS

- Pre-event meetings with the Bride and Groom, 1 1/2 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 soft copy of TEMPLATES via Google Drive to be use 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.)
- Overall coordination of suppliers for meeting schedule.
- 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 supplier's 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)
- Staffing on the event day to assure a smooth flow of the wedding ceremony and reception:  
For 200 Pax and below 1 Event Manager, 2 Assistant Event Manager, 4 Event Assistants
- RSVP is not included in On the Day Package. Additional charges of Php 10, 000.00 up to 200 pax only. Additional charges apply to more than 200 pax.

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



# Turnover

## Coordination Package

This wedding inclusion is good for the couple who seeks professional assistance, consultation and who needs help to intervene on their chosen vendors. The planning will start in 6-7 months before the wedding date.



# SERVICE DETAILS

1. Client should have booked at least 5-6 major suppliers to include any of the following:  
Church or Ceremony Venue, Reception Venue, Caterer, Photographer, Videographer, Musician, Gown Designer, Florist or Event Stylist;
2. Aids client in booking and negotiating with remaining required suppliers and reviewing their contracts as well.
3. Recommend and meet with pre-booked suppliers and suppliers to be booked.
4. Track and manage deposits, balances and payments to suppliers by the client. GM will prepare Supplier's Balances Report as well.
5. Refer needed depends on the desired and requirements of the couple.
6. Set an appointment to meet and to conceptualize the planning with the chosen vendors.
7. Assist in reviewing wordings and addressing of invitations and sourcing of calligrapher.
8. Assist in composing and selecting readings for the ceremony, missalette or wedding program.
9. 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.
10. Assist in selection of music for the ceremony, reception and dinner.
11. Assist in advising & coordinating schedules for measurements, fittings, pre-nup, trial make-ups and other wedding related appointments
12. Recommend and source out gifts for the principal sponsors and bridal entourage
13. Plan and coordinate Wedding Rehearsal if necessary.
14. Coordinate and confirm with all the vendors chosen in reviewing details of arrangements.
15. Instruct all attendants of their duties during the ceremony and reception
16. Assist in conceptualizing Wedding reception program and preparing the wedding day timetable
17. Facilitate printing of missalette
18. With R.S.V.P. up to 200 pax is included in the package.
19. **Wedding Rehearsal is limited to METRO MANILA ONLY. If out of town, extra charges will apply.**
20. ON-THE-DAY EVENT COORDINATION SERVICE DETAILS ARE APPLIED.





# *Full Planning* **& Coordination Package**

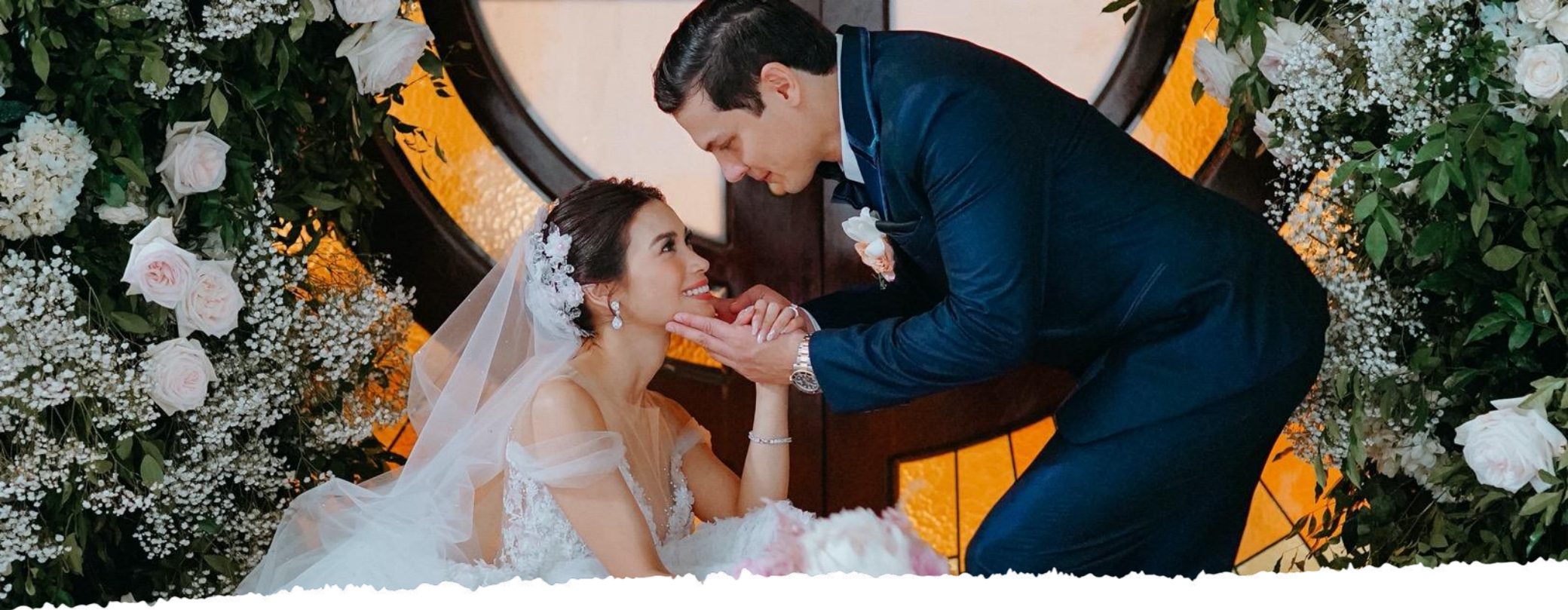
This package is ideal for particularly busy couple who do not have the luxury of time and desires personal professional assistance on planning their wedding. This service starts 1 to 1 1/2 year before the wedding date



# SERVICE DETAILS

1. Helps in the conceptualization of the wedding theme, motif and budget.
2. Provide the client a Full Package Detailing Form to better assess clients budget, preferences, priorities and requirements
3. Provide a Wedding Timeline Report monthly or as necessary.
4. Assist in determining and planning the budget and help manage to stay within the budget.
5. Assist in finding the perfect location: Church or Ceremony Venue, Reception Venue and/ or Caterer
6. 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.
7. Assist in negotiations and reviewing contracts with vendors.
8. Assist with wedding documentations (Limited to providing requirements only).
9. Follow – ups and overall coordination with booked suppliers (through emails, phone calls and meetings)
10. Monitoring and Management of deposits / balances /payments made to suppliers by the client. Supplier's balances report will also be prepared by GM.
11. Proofread wedding invitations & Missalette.
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. Planning and Assistance for the requirements of Pre-nup Pictorial.
15. Assist in advising & coordinating schedules for measurements, fittings, trial make-ups and other wedding related appointments
16. Recommend and source out gifts for the principal sponsors and bridal entourage
17. Plan and coordinate Wedding Rehearsal if necessary.
18. Coordinate and confirm with all the vendors chosen in reviewing details of arrangements.
19. Instruct all attendants of their duties during the ceremony and reception
20. Occular visits as necessary.
21. With R.S.V.P. Up to 200 pax is included in the package.
22. **Wedding Rehearsal is limited to METRO MANILA ONLY. If out of town, extra charges will apply.**
23. ON THE DAY EVENT COORDINATION DETAIL IS APPLIED.





# *Wedding Day Details*

**On-the-Day, Turnover & Full Coordination Package**





# *Planning Married*

## 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, paraphernalia, arrival of the hair & make up, flowers, photographer, videographer, designer.
- Arrange wedding gown in body form and all bridal items for photo shoot.
- Personal Assistance for both Bride and Groom respectively.
- 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, missalettes, 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.
- Transfer of all the items needed at the Church and Reception.



# Being Married

## 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 arrhae pillows) to respective ceremony participants and missalettes
- 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 makeup 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 guest's 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 leftover 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

## TERMS AND CONDITION

1. Maximum of 4 meetings for On-The-Day Coordination service, turnover shall start 1 1/2 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 full meals for our team on the wedding day itself (number of coordinators is indicated in the contract).

If it's a morning wedding, Breakfast and lunch will be a cash allowance of P350.00 per meal per coordinator.

If it's an afternoon wedding, the Lunch and Dinner will be cash allowance of P350.00 per meal per coordinator.

If it's a broken time wedding. Breakfast, Lunch and Dinner will be cash allowance of P350.00 per meal per coordinator.

### 6. Out of Town Rate

The rates are inclusive of actual ocular of the venue. (1x for OTD accounts and 2x for FULL accounts). Additional request for oculars will be charged P 2,000.00 per visit.

- RIZAL (ANTIPOLO, ANGONO, TAYTAY, MANGO FARM) - P5,000.00
- ALABANG – P5,000.00
- BULACAN, PAMPANGA, TAGAYTAY, LAGUNA – P20,000.00
- SUBIC,BATAAN,BATANGAS,TARLAC - P30, ,000.00
- BAGUIO,LAUNION – P40,000.00

For out of town fee with overnight requirements additional P40,000.00 is applied. 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 350.00 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.)

7. For morning wedding with CALL TIME od 4am/ 5 am/ 6am for the coordinator, there will be an additional charges of P 1,000.00 per coordinator to cover for early call time.



# Terms of Payment



## FOR THE FULL & TURNOVER ACCOUNTS PACKAGE

WE REQUIRE

A 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 A SIGNED CONTRACT.



## FOR ON-THE-DAY COORDINATION ACCOUNTS

WE REQUIRE

A 50% DOWNPAYMENT (NON-REFUNDABLE)

AND THE REMAINING

50% BALANCE WITH POST DATED CHECK, DATED

FOURTEEN (14) WORKING DAYS BEFORE THE WEDDING DAY

(NOT INCLUDING SATURDAY & SUNDAY),

TO BOOK THE DATE AND WITH A SIGNED CONTRACT.



# Getting Married Overview Process

1. Send an inquiry to our email to book and we'll send you an info sheet.
2. Fill up the info sheet and send it back to our email.
3. We'll send you a contract for signing.
4. Send us the signed contract together with the proof of payment for the downpayment.
5. We will create a Viber group for you, that includes Miss Kutchie and your head coordinator. This is where we start planning your special day.







# BOOK NOW!

**KUTCHIE ZALDARRIAGA**

Getting Married Phils.  
President

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