



NOT JUST A BOX EVENTS

A&N BUILDING, 23 San Jose Street, Jaro Iloilo City 5000

☎ (033) 321 6364

✉ njabevents@gmail.com

Full Wedding Package

For the busy couples who don't have the privilege of time but still want to plan their special day, the full wedding package is inclusive of a detailed planning process and coordination from start to finish.

Accepting only 6 weddings a month to ensure quality.

Service starts one year to six months of planning before the wedding day.

We provide a checklist that has been meticulously tailored, as well as a conceptualizing form to guide you with colors, themes, and motifs.

With this package, here are what you should expect us to do:

- Assist brides with conceptualizing event design and styling aspects of the wedding day
- Provide assistance in budget management by providing a detailed budget plan, including a balance report of booked suppliers.
- Management of payments through deposits to booked suppliers
- Assist in finding and selecting of venues and vendors from our list of trusted professional and dependable vendors that will fit the couple's budget
- Assist in negotiations and reviewing contracts with vendors
- Set-up appointments for meetings necessary for the preparations (e.g. Church appointments, booked supplier, food tasting, test make up, etc.) based on client's schedule
- Facilitate full follow-ups on all the wedding details with booked supplier
- Provide the wedding day itinerary and reception program
- Minimum number of Event Coordinators on the wedding day includes:
 - 1 account manager
 - 1 head coordinator
 - 4-5 assisting coordinators.
 - *For a wedding more than three-hundred fifty (350) guests, additional coordinators will join the team with an extra charge depending on the*

number of guests. This is to maintain a smooth flow of the program. Additional coordinators are at 1,500 each.

- *Should you decide that no extra coordinators would be added, you need to sign a clause with the team that you are aware that the team will be short of help and might not deliver as expected.*
- Assist with guest bookings to hotels, venue layout for the reception, supervise with the agreed styling with the event or venue stylist; assist with table, seating arrangement, place cards, and guest list.
- Assist in RSVP and in wedding documentation (marriage licenses and certificates) and wedding permits
- Facilitate logistics, transportation, and guest flow
- Provide a registration table that is well decorated, planned with short activities (wish tree, leave a note, etc.), information about the wedding activities, and a gift table
- Assist with the wedding rehearsal
- Make sure that you are entitled for as much needed scheduled meetings and communications (call, email, text); meetings within Iloilo City

Also included in this package are the following on-the-day services:

Pre-ceremony

- Facilitate timely arrival of vendors/ suppliers during preparations
- Facilitate staff meals and guest meals
- Distribute bouquets and help with bridal photo op
- Implement on the day wedding itinerary for everyone taking part to follow
- Facilitate the timely depart of entourage, family, groom, and bride to the ceremony

Ceremony/Church

- Ensure that design and flowers are delivered as planned
- Ensure that boutonnieres, flower tiaras, baskets, bouquets, corsage etc. are delivered; assist in giving them out to respective members of the entourage, bridal party, and family members
- Assist in the lining up of the bridal party before walking down the aisle
- Make sure all vendors who are needed in the ceremony has arrived on time and is prepared before the start of the ceremony
- Handle any emergency or last minute changes that may arise
- Deliver some of the post ceremony traditions such as doves, tossing of rice, petals, coins, or releasing of balloons

- Stand also as ushers and usherettes for arriving guest (letting them know where to sit and handing them their missals or other ceremony needs such as fans or water)
- Guide members who have roles during the entire ceremony
- Gather family, friends, and bridal party for photo op after the ceremony
- Make sure of transportation for bridal party to depart for the reception

Prior to reception

- Ensure that design and flowers are delivered as planned
- Ensure all details that were discussed are endorsed properly to appointed people and staff of the hotel or venue personnel (such as the bar drinks, the table numbers, and table assignments)
- Ensure cocktail preparation is done according to plan
- Supervise vendors and to make sure all vendors arrive on time to be able to prepare for the reception.
- Set up of registration table that includes amenities for emergencies (e.g. medications, scissors etc.)
- Review of guest list with designated coordinators to usher guest
- Review and run through of light and sounds with program director, emcee, and DJ
- Risk management

Reception

- Welcome guest upon arrival
- Check guest on guest list, strictly implemented
- Assign guests to their respective seat and table numbers
- Assist guests to do minor activities such as leaving messages and directing them towards the photo booth during cocktails
- Assist guests with their needs upon arrival
- Receive gifts for couples to be endorsed to couple after the reception
- Help guests to their respective seats and tables
- Implement wedding program
- Make sure that guest is served at the appointed time
- Distribute final payments to vendors at the end of the night

