



NOT JUST A BOX EVENTS

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

☎ (033) 321 6364

✉ njabevents@gmail.com

On The Day Wedding Package

For the couple who has everything under control but would like some extra hands on their wedding day, this package includes a hands-on process of taking over on the day 1 month prior to your wedding.

With this package, you couple should expect the team to:

- Review and follow up all booked vendors/suppliers
- Provide on-the-day wedding itinerary and program draft, unless otherwise provided by a different emcee
- Minimum number of event coordinators on the wedding day includes one (1) account manager, one (1) head coordinator, and four to five (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.

ON THE DAY

Pre-Ceremony

- Facilitate timely arrival of vendors/suppliers during preps
- Facilitate staff meals and guest meals
- Distribute of 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, corsages, 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 (let 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 where 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 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 guests 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 guest 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

*Wedding documents and permits shall be processed by the couple