



NOT JUST A BOX EVENTS

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

☎ (033) 321 6364

✉ njabevents@gmail.com

Partial Planning Wedding Package

For the couple who already has most of the planning done and figured out but would like some extra hands on the day of the wedding, the partial planning wedding package includes a hands-on process of taking over your preparations 3 months prior to your wedding.

This package is inclusive of:

- Review and follow up all vendors/suppliers booked by the client
- Wedding rehearsal (two days prior to the wedding)
- Wedding checklists and suppliers directory
- On-the-day wedding day itinerary and program draft, unless otherwise provided by a different emcee
- Minimum Number of Event Coordinators on the wedding day:
 - 1 Account Manager
 - 1 Head Coordinator
 - 4-5 Assisting Coordinators
 - *For a wedding more than 350 (three-hundred fifty) guests, additional coordinators will join the team with an extra charge depending on the number of guest this is to maintain a smooth flow. 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.*

Pre-ceremony

- Facilitate timely arrival of vendors/suppliers during preps
- 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 have 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 that the 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 guest to their respective seat and table numbers
- Assist guest 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