



NOT JUST A BOX EVENTS

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Boracay Wedding Package

A Boracay wedding has always been a dream, but planning one isn't always easy. The Boracay 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 6 months to 1 year 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.

- 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