



## NOT JUST A BOX EVENTS

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### Debutante Package

This debutante package includes full planning and coordination of the entire event. With this package, you should expect the team to:

- Provide an Account Manager
- Assist with conceptualizing of the event design and styling aspects
- Assist in budget management by providing a detailed budget plan
- Assist in finding and selecting of venues and vendors from our list of trusted professional and dependable vendors, while also considering the client's budget
- Assist in negotiations and reviewing contracts with vendors
- Set-up appointments for meetings necessary for the preparations (e.g. booked supplier, food tasting, test make up, etc.) based on clients schedule
- Facilitate full follow-ups on all the debut details with booked supplier
- Have with you unlimited scheduled meetings in the city where the event will be held; communication will also be via email, text, and other social media site that is easier for the client
- Provide the event program

### Prior to Event (same day)

- Ensure that design (décor or 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 (if this is applicable)
- Supervise vendors and make sure all vendors arrive on time to be able to prepare for the program
- Set up of registration table that includes amenities for emergencies (e.g. medications, scissors, etc.)
- Review of guest list with designated coordinators to usher guests

- Review and run through of light and sound with program director, emcee, and DJ
- Risk management

### **During the Event**

- Welcome guests upon arrival
- Check guest on guest list, strictly implemented
- Assign guests to their respective seats and table numbers
- Assist guests when they need help prior to entering the event and directing them towards the photo booth during cocktails
- Receive gifts for debutante, to be endorsed to her after the program
- Ensure the implementation and the smooth flow of the event program
- Make sure that food is served at the appointed time
- Distribute final payments to vendors at the end of the night

