



EVENTS by Lifestyle



W E D D I N G S X D E B U T S X C O R P O R A T E E V E N T S

2016 WEDDING SERVICE PACKAGES

Lifestyle Party Planners offer a wide variety of planning and coordination packages that would suit our clients' needs and style. We hope you will find one that would suit your event!

EXQUISITE PLANNING AND COORDINATION

Full planning and coordination service;

- ☞ Client may have booked the venue or have no suppliers booked for the event
- ☞ From conceptualization until the day of the event.
- ☞ With RSVP and emcee
- ☞ Event day on-site assistance

ELEGANCE PLANNING AND COORDINATION

Turn - over planning and coordination

- ☞ With major suppliers booked; completion of vendor sourcing and booking
- ☞ Continuation of whatever the client has accomplished until the day of the event.
- ☞ With RSVP and emcee
- ☞ Event day on-site assistance

GRACE DAY COORDINATION

Premium On-The-Day Service, Going beyond your typical ON THE DAY service

- ☞ Client has booked and made arrangements with most suppliers; Lifestyle may refer minor suppliers
- ☞ Focus of service is the consolidation of all details for wedding day
- ☞ Confirmation and coordination of products and services with suppliers ; meetings if necessary with caterer, musicians and florist
- ☞ With RSVP and emcee
- ☞ Event day on-site assistance

SIMPLICITY DAY COORDINATION

Simple On-The-Day Service.

- ☞ Confirmation and coordination of call times with vendors
- ☞ Program conceptualization
- ☞ Event day on-site assistance



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Pre-Function Planning	Exquisite	Elegance	Grace	Simplicity	Description
Evaluation of Account / Profiling of Client	✓	✓	✓	✓	Account Evaluation which may include: Interviews with Client, Submission
Turn - over of Contracts	✓	✓	✓	✓	Client turns over contracts
Conceptualization	✓	✓	x	x	Vision on the day of the event
Budget Work Plan	✓	✓	✓	x	To guide client and planner on budget
Function Work Plan	✓	✓	✓	✓	Working timetable during planning stage
Sourcing & Booking of Suppliers					Presentation of quotations from suppliers based on the client's preference
Venues	✓	x	x	x	
Gown	✓	x	x	x	
Invitations	✓	x	x	x	
Caterer	✓	x	x	x	
Photographer	✓	✓	x	x	
Videographer	✓	✓	x	x	
Musicians / Band	✓	✓	x	x	
Cake	✓	✓	x	x	
Florist	✓	✓	x	x	
Sounds and Lights	✓	✓	x	x	
Misalettes	✓	✓	✓	x	
Photobooth / Fireworks / Mobile Bar	✓	✓	✓	x	
Bridal & Liturgical Entourage Line Up	✓	✓	✓	x	Assistance with the Bridal and Liturgical Line Up
Invitation : Design, layout & wordings assistance	✓	✓	✓	x	Assistance with the Invitation details;
Caterer : Set-up and Layout assistance	✓	✓	✓	x	Assistance with Catering details; meeting with Banquet
Florist : Set-up and arrangement assistance	✓	✓	✓	x	Assistance with Floral details from entourage, ceremony and reception
Musicians : Music selection assistance	✓	✓	✓	x	Assistance with music selection for the ceremony and reception



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Pre-Function Planning	Exquisite	Elegance	Grace	Simplicity	Description
Guest Management : RSVP	✓	✓	✓	x	Call guests to confirm their attendance
Guest Management : Seating arrangement	✓	✓	✓	✓	Seating Arrangement, Souvenir Distribution assistance
Program Creation	✓	✓	✓	✓	A suggested program is submitted to the client
Event Day Timeline	✓	✓	✓	✓	Schedule of Activities for the day of the function
Confirmation of Bookings	✓	✓	✓	✓	We make a final call to suppliers who will deliver on the day of the function to confirm bookings and details
Coordination of Event Day's Timeline	✓	✓	✓	✓	We send the schedule of activities for the day to all suppliers concerned
Forms and Guides					We submit forms to guide and synchronize details with client
Evaluation Form / Checklist	✓	✓	✓	✓	To what has been accomplished prior to booking
Workplan	✓	✓	✓	✓	Timetable before Wedding Day
Guest Management Guide	✓	✓	✓	✓	RSVP, seating arrangement and souvenir distribution list / guide
Bridal & Liturgical Entourage Guide	✓	✓	✓	✓	A guide of the positions to fill for the Bridal and Liturgical Entourage
Ceremony Playlist Guide	✓	✓	✓	✓	List of songs to be played for the Ceremony
Reception Playlist Guide	✓	✓	✓	✓	List of songs to be played for the reception
Function Service Order	✓	✓	✓	✓	Complete details, procedures and protocols for Wedding Day
Reception Program	✓	✓	✓	✓	Suggested program of activities for the Reception
Wedding Day Timeline	✓	✓	✓	✓	A schedule of the day's activities on all venues
Rehearsals	✓	✓	✓	x	Included in the number of meetings allotted per package
Emcee	✓	✓	✓	x	To liven up your party!
Follow up on Post Event Deliverables	✓	✓	✓	x	Follow up with photo and video vendor
Number of Meetings	Unlimited	Unlimited	4-5 mtgs	3 mtgs	
Others: Office Supplies, Communication, Transportation	✓	✓	✓	✓	Except for out of town functions



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EVENT DAY ON-SITE ASSISTANCE	For All Service Packages	Description
Working hours	10	Working time starts upon arrival / call time at Bridal Suite until end of program / return of items to client
BRIDAL SUITE		
Assistance during Bride's Preparations	✓	
Securing and transport of items for the ceremony and reception	✓	
Supervise arrival of suppliers & implementation of timeline	✓	
Crew meal facilitation & distribution	✓	
Receive supplier payments	✓	
CEREMONY		
Check Ceremony set-up	✓	Check all deliverables by suppliers; includes technical checks
Ceremony Management	✓	
Formation of Processional Lines (Entrance & Offertory)	✓	
Ushering of Liturgical & Bridal Entourage to their seats	✓	
Direction and cueing of participants	✓	
Distribution of Flowers and Accessories	✓	
Photo sequence Management	✓	
IN BETWEEN THE CEREMONY AND RECEPTION		
Couple's photo op	✓	Assistance during photographer's portrait shots of the couple after the rites



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EVENT DAY ON-SITE ASSISTANCE	For All Service Packages	Description
RECEPTION PROPER		
Check set - up of suppliers	✓	Check all deliverables by suppliers; includes technical checks
Pre-setting of place cards	✓	Place cards provided by client / caterer will be set - up by
Pre-setting of souvenirs / distribution of Souvenirs	✓	Souvenirs maybe set up on the tables or distributed upon entrance / exit of guests
Guest Registration	✓	Guests are advised of their table assignments; guest list format from Lifestyle; guest list from client
Gift Registration	✓	Gifts are logged and received by Lifestyle on behalf of the
Program Flow Management	✓	Direction and cueing of participants, coordination with mobile and technical people
Circulation of Guest Book / Signature Frame	✓	
POST PROGRAM		
Turn over of items used for the Ceremony and Reception	✓	Items to be used for the ceremony and reception
Turn over of gifts received	✓	Gifts received by the team on couple's behalf
Turn over of items endorsed by suppliers on the day	✓	Items such as AVP's in DVD / CD formats
STAFF DISTRIBUTION		
Total staff	7	
Team Leader	1	Over-all supervisor of the team
Technical Director - ceremony & reception	1	Responsible for on-site coordination of talents and technical aspects of the day
Bride's Assistant / Gift Registration	1	Bride's assistant from bridal room to ceremony
Ceremony Head / Reception Support Coordinator	1	Ceremony set-up and implementation of procedures and
Reception Head / Guest Registration	1	Reception set-up and implementation of guest registration
Program Head / Ceremony assist	1	Program over-all management
Ceremony & Reception Asst Coordinator	1	Assist the team in both locations