

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

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

GRACE DAY COORDINATION***Premium 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

CHARM DAY COORDINATION***Deluxe 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

SWEET DAY COORDINATION***Standard On-The-Day Service***

Client has booked and finalized arrangements with suppliers
Coordination with the delivery of products and services of suppliers; all information will
come from client and contracts provided
Focus of service is the consolidation of all details for wedding day

LIFESTYLE PARTY PLANNERS

Service Packages Overview

Planning / Preparation	Exquisite	Elegance	Grace	Charm	Sweet	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	✓	✓				Visualization of how the event will turn out like
Function Work Plan	✓	✓	✓	✓	✓	Working timetable during the planning / preparation period
Sourcing & Booking of Suppliers	✓	✓				Presentation of quotations from suppliers based on the client's preference
Venues	✓					
Gown	✓					
Invitations	✓					
Caterer	✓					
Photographer	✓	✓				
Videographer	✓	✓				
Musicians / Band	✓	✓				
Florist	✓	✓				
Misalettes	✓	✓				
Photobooth	✓	✓				
Fireworks	✓	✓				
Bridal & Liturgical Entourage Line Up Assistance	✓	✓	✓	✓	✓	Assistance with the Bridal and Liturgical Line Up
Invitation : Design, layout & wordings assistance	✓					Assistance with the Invitation details;
Caterer : Set-up and Layout assistance	✓	✓	✓	✓		Assistance with Catering details; meeting with Banquet Account Executive
Florist : Set-up and arrangement assistance	✓	✓	✓	✓		Assistance with Floral details from entourage, ceremony and reception
Musicians : Music selection assistance	✓	✓	✓	✓		Assistance with music selection for the ceremony and reception
Guest Management Assistance	✓	✓	✓	✓	✓	Assist clients with guest management : RSVP, Seating Arrangement, Souvenir Distribution

LIFESTYLE PARTY PLANNERS

Service Packages Overview

Planning / Preparation	Exquisite	Elegance	Grace	Charm	Sweet	Description
RSVP	✔	✔	✔			We call the guests to confirm their attendance to the function.; charges apply for NDD / Mobile calls
Program Creation	✔	✔	✔	✔	✔	We give a suggested program to client for discussion and revision
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
Follow up on Post Event Deliverables	✔	✔				We make a follow up; pick up and delivery of photo proofs and album ; charges apply if outside Metro Manila
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	✔	✔	✔	✔		Included in the number of meetings allotted per package
Emcee	✔	✔	✔			To liven up your party!
Number of Meetings	Unlimited	Unlimited	3-4 mtgs	3-4 mtgs	2-3 mtgs	
Others: Office Supplies, Communication, Transportation	✔	✔	✔	✔	✔	

LIFESTYLE PARTY PLANNERS

Service Packages Overview

On The Day	For All Service Packages	Description
Working hours	10	Working time starts upon arrival / call time at Bridal Suite until end of program
Bridal Suite		
Assistance during Bride's Preparations	✔	
Securing and transport of items for the ceremony and reception	✔	
Ceremony		
Supervision of 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	✔	
Reception		
Supervision of 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 Lifestyle
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 client
Program Flow Management	✔	Direction and cueing of participants, coordination with mobile and technical people
Circulation of Guest Book / Signature Frame	✔	

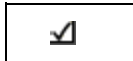
LIFESTYLE PARTY PLANNERS

Service Packages Overview

On The Day	For All Service Packages	Description
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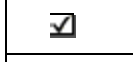
Post Program

Turn over of items used for the Ceremony and Reception



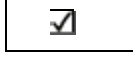
Items to be used for the ceremony and reception

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	Exquisite, Elegance & Grace	Charm	Sweet	Description
Minimum staff	6	5	4	
Team Leader	1	1	1	Over-all supervisor of the team
Technical Director - ceremony & reception	1	1	1	Responsible for on-site coordination of talents and technical aspects of the day
Bride's Assistant / Gift Registration	1	1		Bride's assistant from bridal room to ceremony
Ceremony Head / Reception Support Coordinator	1	1	1	Responsible for Ceremony set-up and implementation of procedures and protocols
Ceremony & Reception Asst Coordinator	1			
Reception & Program Head	1	1	1	Responsible for Reception set-up and implementation of procedures and protocols

Additional Services	Exquisite	Elegance	Grace	Charm	Sweet	Description
Host / Emcee	X	X	X	3,000.00	3,000.00	
RSVP	X	X	X	2,500.00	2,500.00	We'll call your guests to confirm their attendance; NDD/IDD charges to client's acct
Additional Staff	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	for additional staff positions or for every 100 pax excess of 200 guests
Additional per hour / per staff	350.00	350.00	350.00	350.00	350.00	in excess of 10 hours work time
Misalettes, price per piece	75.00	75.00	75.00	75.00	75.00	minimum of 50 pcs
AVP Flashback of photos	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	pictures and music to be provided by client; less than 10 mins. in CD / DVD format
Photo & Video Coverage	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	1 photo & 1 video, pre-nup pictorial, guestbook, tarpaulin, 1 8"x10" imported album, 1 blow up portrait