



*We provide function planning and coordinating services for various events from Weddings and Anniversaries, Debuts and Birthdays to Corporate Functions. From a seminar of a thousand participants to a romantic dinner for two, we'll make it happen for you!*

*Our objective: Transform ordinary occasions into unforgettable memories!*

*We believe that every occasion is different and memorable occasions don't just happen. It entails a lot of creative planning, organized preparation and your precious time.*

*Our creative, aggressive and experienced function consultants will gladly customize an event for you. From conceptualization and planning, presentation of function requirements and coordination with the different suppliers, to the direction and management of the function itself, we take the load off your shoulders for you to enjoy this day.*

*Our service packages range from full planning and coordination to on-the-day. We also offer various products and services that you might need for your function.*

*For inquiries and details, please do not hesitate to get in touch with us through any of our contact information below.*

*We are **Lifestyle, Event Planners and Coordinators**, and we look forward in celebrating with you!*

**Chacha Datu-Arevalo**  
**Function Director**  
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## *Sweet Wedding Service Package*

### *On the Day Coordination Service*

This service package is designed for clients who have contracted and made **FINAL** arrangements with the suppliers who will deliver their products and services on the day of the function. Final arrangements with the following major suppliers are as follows:

- a. Venues – service package selection, fees and permits
- b. Caterer – menu, amenities and set-up details
- c. Musicians / Choir / Band – service package selection, song selection
- d. Florist/s – arrangement and design selection
- e. Photo & / Video – service package selection

### **Pre-Function**

- ☞ *Evaluation of contracts by client.*
- ☞ *Work Plan – a timetable during the planning period*
- ☞ *Guest Management*
  - *Lay out and Seating Arrangement – discussion of how and where guests will be seated*
  - *Guest Management procedures on the day of the function*
- ☞ *Detailing*
  - *Each product or service to be rendered by each supplier*
  - *Activities and procedures in each location on the day of the function.*
- ☞ *Finalization*
  - *Finalization of details with client*
  - *Final coordination with suppliers – confirmation and timeline*
  - *Day's Timeline – schedule of the day's activities*
- ☞ *Reception Program – conceptualization and finalization*
- ☞ *2-3 meetings*

### **On the Day**

- ☞ *Staff : 4 staff + 1 Team leader*
- ☞ *Presence and Assistance in the following particular locations:*
  - *Bridal Suite / Room*
    - *Assistance during the Bride's preparations*
    - *Retrieval of items for the ceremony and reception*
    - *Last minute and on-site reminders*
  - *Ceremony*
    - *Set-up and/distribution of ceremonial accessories*
    - *Distribution of flowers to the entourage*
    - *Ceremony Management*
      - *Formation of processional lines and ushering of entourage to their seats*
      - *Direction and cueing of participants*
      - *Formation of offertory lines*
    - *Photography sequence management*
  - *Reception*
    - *Distribution of Reception Items to caterer*
    - *Gift management*
    - *Guest Registration*
    - *Souvenir Distribution*
    - *Guest Book signing*
    - *Program Management*
      - *Direction and Cueing of participants*
      - *Cueing of songs, AVP*
    - *Turn- over of items used at the ceremony and reception to client.*



#### Terms and Conditions:

1. Fifty ( 50% ) reservation / down payment and balance due on or before the event.
2. Charges apply for out of town functions and additional staff.
3. The following should be shouldered by client.
  - a. Accommodations to be shouldered by client for out of town functions.
  - b. Food for staff / crew on the day of the event.
4. Clients must have contracted and made **FINAL** arrangements with the following suppliers who will deliver their products and services on the day of the function
  - a. Venues – service package selection, fees and permits
  - b. Caterer – menu, amenities and set-up details
  - c. Musicians / Choir / Band – service package selection, song selection
  - d. Florist/s – arrangement and design selection
  - e. Photo & / Video – service package selection

Different coordinating groups have different ways in delivering their services. Here are the things that we do as a standard in all of our services:

- **Going beyond.**
  - **Unlimited Consultations.** Should book us months ahead or you haven't booked some of the suppliers, we can guide you as to what to ask and check on with your suppliers. We can communicate via phone, chat, sms or email.
  - Provide a checklist for the things and suppliers that you'll need, you might need and want to have on your big day.
  - We shall provide you with our **Work Plan**: consisting of the schedules and deadlines that we have to meet before wedding day.
  - Provide you with a **Check-In Checklist**: This will assist you as to what are the things that you have to bring in upon check-in at your bridal suite. Should it be your personal belongings and items for the wedding, such as your souvenirs, etc.
- **More extensive coverage of Service.** We focus on the details of this special day. Making sure that all requirements of the suppliers for wedding day will be met.
  - We provide you with forms and guides that we shall work on for Wedding Day: **Bridal and Liturgical Entourage Guide, Ceremony and Reception Playlist, Guest Management Guide.**
  - **Guest Management Guid**: This would aid both the coordinators and the clients will all aspects with regards to your guests. From RSVP (*if applicable to service*), Table assignment and seating arrangement (*you can assign a specific seat on a table to your guests, not only to the tables they are assigned to*), the final alphabetical guestlist and souvenir distribution list.
  - We shall give you a copy of our **FUNCTION SERVICE ORDER**: this includes all the details of wedding day from the Bridal Room, Ceremony and Reception Venue, from set-up to the delivery of products and services of each vendor on wedding day. This is to ensure that the products and services to be provided on wedding day is synchronized.
- **Flexibility.** We hold meetings at our client's most convenient time.
  - Additional meetings. Arrangements could be made if our client would feel more secure with more meetings than that being offered in our contracted service.
- **Experienced Team.** We provide you with staff that are trained in specific posts: 1- Team leader; 1 bride's attendant( from Bridal Room up to the ceremony; available for Exquisite to Charm Service packages), a technical director- in charge of all technical aspects of Wedding Day. In charge of troubleshooting technical issues from musicians to equipment. 1-reception set-up head and 1 coordinator who will assist from the bridal room up to the reception.



- **Unlimited consultations.** We provide our client unlimited phone, email, sms, chat consultations. So even if your event is months away, and book us for On-The-Day Coordination Service, we'd gladly advise you on your preparations.

Bookings: We don't have a specific time frame as to when you have to book with us, however, we service clients on a **First Come, First Served basis**. We have worked on functions from just 2 weeks to 4 days prior to the event from the date of booking. We work on the function as soon as the client books with us.