



## Full Wedding Coordination

This service is entrusting us to give you our full service for the entire wedding preparation. Starts from **6 months - 1 year** for ample time to select, review, and book suppliers. Includes planning and managing budget. Provide assistance and management to client schedules, meetings, follow-ups and deadlines including K\_Events worksheets, OTD guide and timeline.....

- ❖ Assist in determining and planning the budget and help manage to stay within the budget.
- ❖ Assist in finding the perfect location: Church, Reception, Hotel/Bridal Suite
- ❖ Assist in looking for the right vendor, accompany and schedule meetings and appointments with other important suppliers such as: Wedding Couturier, Caterer, Photographer, Videographer, Florist, Cake, Invitation/Calligrapher, Bridal Car, Sound System. Musicians, Emcee and other wedding details.
- ❖ Assist in negotiations and reviewing contracts with vendors.
- ❖ Assist in composing and selecting readings for the ceremony, misallete or wedding program.
- ❖ Plan and conceptualize wedding theme/concept/style.
- ❖ Assist in conceptualizing wedding reception program and preparing wedding day timeline.
- ❖ Source out gifts for Principal Sponsors, Bridal Entourage and give-aways for guests.
- ❖ Coordinate and confirm all suppliers booked, review details of arrangements.
- ❖ On The Day Coordination
- ❖ RSVP

## Partial Wedding Coordination

Service starts 3 - 6 months prior the event. Client should have booked at least 50% of the suppliers. Church & Legal requirements should already be completed. We can recommend and provide assistance with other vendors you have not yet booked. We'll schedule meetings with the couple and give follow-ups with chosen suppliers.

- ❖ 7-8 meetings by appointment with at least half of the suppliers have booked or couples need a professional to source out and to give them recommendations for other suppliers as needed.

- ❖ Refer and set-up appointments with suppliers not yet contacted.
- ❖ Review documents, signed contracts, misalettes, program scripts, etc.
- ❖ Monitors budget and handle payments of balances if needed.
- ❖ Plan and conceptualize wedding theme.
- ❖ Confirms all suppliers all details of the arrangement.
- ❖ Prepares reception program and OTD timeline
- ❖ On the Day Coordination
- ❖ RSVP

## On the Day Coordination

The most tedious part of every occasion and we are here to do the job in coordinating and managing the most important occasion in your life, your WEDDING! We help couples who have made all the arrangements, have booked all suppliers and needs a professional team to ensure all details planned during the preparation process to be executed smoothly and have a STRESS FREE Event of your dreams!

### PRIOR TO THE EVENT

A month before the event there will be meetings scheduled using K\_Events Organizer Calendar. Feel FREE to bug K\_Events for your queries, text, calls, emails & chat.

Client will submit a copy of all the contracts of their contracted suppliers along with the worksheets that will be given as this will be our basis in coordinating with them to confirm schedules and ensure that goods/services are delivered on time.

### ON YOUR WEDDING DAY

ü K\_Team will be at the hotel/bridal suite hours before the event to assist the bride attending her every need/concern. A Bridal Manager will be by her side all the time to assist her throughout the event. A Groom Manager will also be assigned if checked-in the same preparation venue.

ü Assist the Photographers for the pictorial including the fixing of the gown in the mannequin, fixing the wedding materials on the bed and fixing the groom's apparel and accessories. Coordinators will strictly implement the day's schedule conforming to lead times allocated for every item in the itinerary.

ü Ensure the timely departure of the bride and the groom from the hotel to arrive at the church at least 30 minutes before the ceremony.

## **AT THE CHURCH**

- ü Prior to the ceremony coordinators will be responsible for the distribution of flowers and wedding materials to the members of the entourage. Likewise they will arrange the misalletes in the pews
- ü Organize the members of the entourage in the processional line
- ü Supervise the Entrance of the Bride
- ü Supervise the wedding rites from the processional to recessional march
- ü Assist the photographers for the pictorial after the ceremony

## **AT THE RECEPTION**

- ü Check the layout and styling of the event venue
- ü Manning of the registration table at the reception venue ensuring that the sitting arrangement would be followed. There will also be coordinators tasked to usher the guests and direct them to their respective table assignment.
- ü Handle all gifts given by the guests
- ü Conceptualization and direction of the wedding reception program
- ü Provide background music (CDs and tapes) for every part of the reception program
- ü Distribution of wedding souvenirs and routing of the Signature Book/Frame
- ü Turnover all wedding accessories used in the wedding ceremony and reception and all gifts to the couple's authorized representative.