

PARTIAL PLANNING



- 6 months involvement with Lead Coordinator prior to Wedding Day
- Standard Team of 2 for Actual Day Coordination (including Lead Coordinator)
- Selection of Venue and Bridal Boutique(s) to be done by Couple
- Understand Couple's status of planning and onward requirements
- Recommend suitable Vendors (e.g. Photographers, Videographers, Makeup Artists, Live Bands, Live Stations, Photo Booths etc.)
- Manage Couple's wedding budget (if required)
- Monitor timeline to ensure key milestones are achieved (e.g. pre-wedding photo shoot, distribution of wedding invites, selection of banquet menu, fitting of gowns/suits etc.)
- Include all other scope of services listed under 'Actual Day Coordination'



ACTUAL DAY COORDINATION



- 2 months involvement with Lead Coordinator prior to Wedding Day
- Standard Team of 2 for Actual Day Coordination (including Lead Coordinator)
- Understand Couple's status of planning and onward requirements
- Liaise with all Vendors to confirm products offered/service duration
- Generate a master contact list to ensure clarity for all points of contact
- Craft/refine wedding day itinerary
- Confirm Banquet Event Order with Venue Manager
- Reflect any special arrangements onto the master floor plan/table layout
- Conduct pre-wedding briefing and/or coordinate rehearsals
- Execute plan on actual wedding day to ensure the programme runs smoothly and successfully, from the morning gatecrash till end of banquet





PROGRAMME CONSULTATION

- 3 sessions of programme consultation, max 2 hours per session
- Consultations to be scheduled within 3 months from Wedding Day
- Highlight loopholes in the proposed programme
- Identify areas of improvement in terms of programme flow
- Advise on format of programme for intuitive execution
- Programme revision to be done by Couple



- Arrive at Bride's to assist bridesmaids with logistics for morning gatecrash games
- Check logistics for transportation to Groom's, photo shoot location(s) and Wedding Venue
- Monitor timeline to ensure timely arrival of the Couple at the Wedding Venue for banquet preparation
- Contact Vendors to ensure timely arrival and jointly conduct all necessary set-up/rehearsals
- Liaise with AV Manager on system checks and testing of videos/music
- Check set-up for Solemnisation, Tea Ceremony and Banquet against the Banquet Event Order
- Brief Venue Manager and team on banquet programme
- Execute programme for Solemnisation and/or Tea Ceremony
- Oversee cocktail reception and determines opening of doors upon adequate capacity
- Execute programme for Banquet
- Assist with table-to-table photo taking session with the Entourage
- Distribute payments to all Vendors on behalf of the Couple (if necessary)
- Oversee tear-down of set-ups and checking of logistics

SCOPE OF WORK ON ACTUAL DAY

