

**ACTUAL DAY PLANNING AND COORDINATION SERVICE**  
**FROM S\$2,500.00 FOR HOTEL/INDOOR BASED EVENTS AND**  
**FROM S\$3,100.00 FOR OUTDOOR BASED EVENTS**

Services include (*Starting from 2 months prior to Wedding Date*):

- Discussions on schedule of events and line-up of programs and entertainment and mapping out of detailed schedule for Wedding Reception
  - Assistance in working out of Helpers' List with tasks specifications
  - Detailed schedule of Wedding Reception, including details of tasks of helpers and service providers
- Pre-event co-ordination and liaison with Venue staff, hosts, wedding service providers and helpers
- Coordination of requirements and details with wedding service providers and Hotel with regards to requirements of program
- One (1) meet-up session with helpers and hosts to go through Wedding Day's program (morning and night) if required
- Selection of appropriate music for march-in(s) and compilation onto 1 CD if required

Wedding Day

- Arrival at Venue (Pre-event preparations):
  - Finalisation of Guestlist and Program details with Couple
  - Setting up of reception area with preparation of guestlists for reception helpers
  - Checking of all table settings, including checking through of that special dietary needs, table sizes and seatings and table are correct
  - Checking of decorative and floral set-up
- Briefing with Venue staff, service providers, hosts and helpers on the line-up of events
  - Updating Venue staff/Caterer on Dinner program and checking on service deliverables and important reminders
  - Technical and sound checks with Venue and Audio/Video System provider, ensuring that lighting, video and audio playbacks will be properly executed during event proper
  - Rehearsals with Couple, hosts, Audio/Video System provider (and other parties to be involved) to ensure that appropriate cues are noted for smooth program flow during event proper
  - Briefing with reception helpers and ushers with regards to tasks and task requirements

- Pre-Reception and Reception commencement
  - Advising Venue and Audio/Video System provider on relevant cues for a smooth flowing program
  - Advising Couple on appropriate timings and cues for certain program items to take place (e.g. changing of apparel, pre-entrances etc.)
  - Assisting in table-to-table photo-taking session
  - Event coordination, ensuring that guests are well taken care of and that program flows smoothly throughout the event
  - Alcohol control if requested
- Post Event
  - Checking through of banquet order and alcohol consumption

#### Post Wedding

- Follow-ups on final collection of items from Actual Day Photographer/Videographer

For more information please contact Ms. Kim Tay, Principal Consultant at 98736942 (Mobile) or email: [kim@weddingconcierge.com.sg](mailto:kim@weddingconcierge.com.sg). Alternatively, you can also contact Ms. Telli Wu, Senior Consultant at 91009862 (Mobile) or email: [telli@weddingconcierge.com.sg](mailto:telli@weddingconcierge.com.sg).

You can also visit our website at [www.weddingconcierge.com.sg](http://www.weddingconcierge.com.sg)

*\* For one wedding lunch/ bi-tea or dinner reception event of up to 300 guests. \$100.00 for additional 100 guests or part thereof.*

*\* 2 Coordinators will be present at event, unless otherwise specified.*

*\* Final Package Price and deliverables will be determined after first complimentary non-obligatory consultation.*

*\* For wedding preparation period of less than 1 month, a service surcharge of \$300.00 would be applicable.*

*\* For weddings that fall on public holidays and on New Year's Eve and Christmas Eve, there will be a service surcharge of \$500.00.*

*\* For request to appoint Principal Consultant, Kim Tay as key planner, there will be a premium surcharge of \$500.00.*