

WEDDING COORDINATION EXPRESS SERVICE
FROM \$788.00

This service will be applicable to Couples who already have had their wedding program and details finalised, and who simply want a Wedding Director to coordinate all their helpers and to pull together all the details of their Wedding Day.

This service includes:

- First Consultation – Touch Base Session (1 week prior to Wedding Day)
 - You will handover all necessary documentation for instance, their wedding plan, event orders from the venue or caterer, guestlists and other set-up details
 - Understanding of program details and jobscope of all helpers
 - We will highlight to you any potential pitfalls and other details that may be lacking in your final week of preparation
- Second Session – Finalisation Session (2 days prior to Wedding Day)
 - To finalise all wedding details and we are all set for the BIG Day!

Actual Wedding Day Coordination

We'll be there to execute and follow through all the details on your Wedding Day, ranging from the set-up of venue, checking of sound and lighting, liaison with all service providers and helpers to executing the program and checking of bills at the end of the event. It will be a team effort with us as your main Coordinator and Director, with the help of your family and friends. Your role? Smile and enjoy the beautiful moments. It's YOUR Day!

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

You can also visit our website at www.weddingconcierge.com.sg

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

** 1 Coordinator will be present at event, unless otherwise specified.*

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

** Full payment upon confirmation of service is required if time of confirmation is less than 1 month from Event Date. Otherwise, payment of \$400.00 or 50% (whichever is higher) of Service Fee will be made upon confirmation, with balance amount to be paid during Finalisation Session.*

** 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.*