

WEDDING DAY CO-ORDINATION SERVICES (FULL OR HALF DAY)

Scope of Services includes;

Planning of the Co-ordination on Wedding Day

- a) Planning & consultation in areas relating to wedding day coordination starts from 2-3 months before the wedding day
- b) Sourcing of any remaining required services. Additional charges at a minimum of \$50 or 10% of service fee.
- c) Act as your personal assistant in liaison with all appointed service providers
- d) Providing relevant checklists to help in your wedding day preparations
- e) Planning and managing the time and order of events, for Chinese Traditional Tea Ceremony, Church Wedding, Hi-Tea Reception and/or Banquet Dinner
- f) Ensuring the smooth progression of the Tea Ceremony, Church Wedding, Reception and/or Banquet Dinner by minimum **2 (Two)** experienced Wedding Coordinators (including the consultant)
- g) Arranging and managing wedding rehearsal, if required
- k) Overseeing the set up and decoration of the reception / banquet hall
- l) Assist to manage the guest registrations / seating arrangement when the situation arises
- m) Tailored Standard Emcee Script according to the flow of program, if required
- n) Control and manage the consumption of wine/hard liquor/beer and other beverages
- o) Coordinating the Table-to-Table toasting and Photo-taking, if necessary.
- p) Coordinating with the Banquet Manager, Emcee and other parties on the flow of events and programme (including playing of march in music, photo montage, video, serving of dishes for banquet dinner and etc)
- q) Follow up with any service providers, if any dissatisfaction of service occurs during the wedding day.