

## FULL GUESTS LIST AND RSVP MANAGEMENT

Scope of Services included;

- a) Planning and managing the timeline / milestone of events
- b) Confirming and collating addresses for guests of the client and family, if required
- c) Managing all related liaison with any parties involved
- d) Sending / Collecting of invitation cards from designers, hotels or printers
- e) Overseeing the printing and proof-reading of invitation cards
- f) Undertaking the writing of guest names on the invitations
- g) Undertaking the mailing of invitation cards for local (postage inclusive) / overseas guests
- h) Managing the RSVP of guests' attendance thorough sms, emails and phone calls.
- i) Compiling the RSVP status in a proper documented record.
- j) Computerized Wedding Guests Registration System with the following features;
  - extensive database of your wedding guests' names, nicknames and alias
  - efficient search engine for fast results
  - centrally linked database to ensure up-to-date records at all times
  - intuitive graphical interface that is easy to use
  - fully customizable design template created for your wedding
  - stats counter to keep track of arrivals and absentees
  - detailed graphical map of the wedding banquet hall and each wedding guests' seating
  - intelligent seat allocation in case of unexpected arrivals
  - quick listing of empty and available seats for allocation to wedding guests
  - on-site technical personnel to ensure smooth operation
  - Hardware support : 2sets of laptops and LCD Monitors