



Chapter One

: WEDDING DESIGN & ACTUAL DAY COORDINATION



Especially designed for the couple that looks for signature wedding and would like to do all of the planning on their own. But wants Wedding Diary to guide them on the wedding theme & décor and handle the execution of their event on the actual day.

This comprehensive package includes: wedding design, conceptualize wedding theme & actual day coordination.

WEDDING DECORATOR ACTIVITIES INCLUDE

- ✦ A complementary initial consultation to get to know the couple- to get a feel for your vision of the event
- ✦ Create and integrated design plan: including color swatches and you your own wedding board
- ✦ Personalized design, wedding theme, decor and ambiance of the wedding based on your love story, preference and style
- ✦ Graphic Design services for wedding collaterals (such as personalized invitations, program cards, place card, signage, etc.)
- ✦ Proposed floral design including ceremony flowers, centerpieces, bouquets, boutonnieres, corsage and table arrangements
- ✦ Surveying the site of the chosen wedding venue and advising on the event best possible layout.
- ✦ Execute wedding décor
- ✦ Wedding decor & styling at the venue (on Actual Day)

WEDDING COORINATOR ACTIVITIES INCLUDE

**Two months prior to your Wedding Day*

- ✦ One (1) HANDOVER meeting to go over all the wedding details and take over all the details pertaining to the wedding
- ✦ Go over all the vendor contracts
- ✦ The main contact of person for all appointed vendors, wedding entourage, helpers, emcee, and Solemnizer/ Pastor
- ✦ Assist with food tasting and food presentation (if required)
- ✦ Create a comprehensive event time schedule/wedding rundown
- ✦ 2 Hour Ceremony Rehearsal - to orchestrate the rehearsal and organize your wedding party
- ✦ Review BEO (Banquet Event Order) regarding set ups, wedding details and compliance of floor plans
- ✦ Wedding Day coordination to ensure the smooth flowing programme
- ✦ On-site during setup, stay through out the wedding ceremony & reception, till dismantling