



SOUTH ASIAN WEDDING CENTRE

Memorable Moments, Perfectly Planned

South Asian Destination Weddings

Destination Wedding Day Coordination upto 100 people

Ideal for couples who have planned and booked most of their vendors

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- ✓ Initial Consultation to determine the size and special requirements for the wedding day
- ✓ Provide templates for final agenda and seating arrangement to the couple
- ✓ Attend the final venue meeting to finalize:
 - floor plan
 - final agenda
 - menu
 - ensure co-ordination with the MC and DJ
- ✓ Unlimited emails and/ or phone calls
- ✓ **Wedding Manager and an assistant on site for upto 12 hours** that can be split among two days**
- ✓ Co-ordinator will ensure all vendors arrive/ deliver/ set-up as per the agenda
- ✓ Ensure that vendor/ venue contracts are adhered to regarding:
 - Deliveries
 - Timing/ schedule
 - Product setup/ placement
 - Services rendered
 - Final payment
- ✓ Final vendor payments will be regulated and confirmed by our team. Envelopes with individual vendors names and payments to be given to SAWC prior to wedding(if required)
- ✓ Execution of details which will include, but not limit:
 - Setting up wedding programs, entrance table items or any other details
 - All Pooja items/favors/sweet boxes to be dropped off at the venue or SAWC studio the week of the wedding by Bride or groom

Website: www.sawcplanners.com

Phone: 647-929-0436





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- Provide a thorough check of the hall appearance, vendor services etc
- Take control of all last-minute items that may arise

- ✓ Coordinating Baraat procession and milni(if applicable) or welcome of the groom
- ✓ Guests will be greeted by a team member and assisted as they arrive and will be assisted with guestbook or any other details.
- ✓ Continuous contact with the venue manager or captain assigned to advise on any changes or special requests
- ✓ Test all the audio visuals provided for entertainment and sync the entrance songs with the DJ
- ✓ Provide assistance with any family/ friends photo sessions.
- ✓ Will confirm with a trusted family member that the money box is emptied regularly in the bridal suite safe
- ✓ Providing extraordinary service to the wedding couple so they can truly enjoy their wedding day



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