



# SOUTH ASIAN WEDDING CENTRE

*Memorable Moments, Perfectly Planned*

## Wedding Planning Packages

### **Month or Day of Coordination- for up to 250 people\***

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

- ✓ Initial Consultation to determine the size and special requirements for the wedding day
- ✓ Provide templates for final agenda and seating arrangement to the couple
- ✓ Schedule and 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
- ✓ Create an alphabetical guest list after receiving the final RSVP's from guests (3 days prior to the wedding date)
- ✓ Wedding Manager and a Lead coordinator on site for 12 hours\*\*
- ✓ 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
- ✓ Execution of details which will include, but not limit:
  - Setting up place cards/ seating chart/ receiving table/ menu cards, etc.
  - Provide a thorough check of the hall appearance, vendor services etc
  - Set up the sweetheart table/ head table for couple
  - Take control of all last-minute items that may arise
  
- ✓ Guests will be greeted by a team member and assisted as they arrive and will be assisted with place cards or seating chart.
- ✓ Continuous contact with the venue manager or captain assigned to advise on any changes or special requests



Website: [www.sawcplanners.com](http://www.sawcplanners.com)

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- ✓ Test all the audio visuals provided for entertainment and sync the entrance songs with the DJ
- ✓ Co-ordinate the line-up of the Bridal party for the entrance
- ✓ Ensure that the program follows the agenda as outlined by the coordinator and couple. This includes, but is not limited to:
  - Speeches (family/ friends will receive reminders before they are called)
  - Dinner service (ongoing coordination with venue/ kitchen staff )
  - DJ/ MC coordination with timing and
- ✓ 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
- ✓ Courtesy toiletry baskets will be placed in the Men's and Women's washroom with useful items such as advil, band aids, deodorant, mints etc.
- ✓ Providing extraordinary service to the wedding couple so they can truly enjoy their wedding day

**1. An additional charge will be added for weddings with 251-500 guests.**

**2. 12 hour packages may be split between 2 days based at the discretion of the couple.**

**Extra \$250 for split day fee.**

**3. An additional 6 hours of co-ordination may be purchased when full-day planning is booked.**



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