



PLATINUM PACKAGE

PRE-EVENT

- *All wedding preparation as soon as agreement has been settled (approximately 6 months)*
- *Assist in creating wedding concept and theming*
- *Gantt Chart arrangement*
- *Unlimited wedding consultation*
- *Assist in providing vendor references*
- *Vendor coordination (venue and all vendors booking, dealing, and managing)*
- *Review of vendor contracts*
- *Assist in ordering invitation card (excluding labeling and shipping)*
- *Assist in budget calculation*
- *Organize vendor payments*
- *Rundown book arrangement*
- *6 times regular meetings*
- *Final Technical meeting*

EVENT

- *Event preparation*
- *Organize vendor installation (caterer and decorator)*
- *Full onsite assistance at Akad Nikah (6 personnel)*
- *Full onsite assistance at Wedding Reception (12 personnel)*
- *Bride and Groom Assistant*
- *Bride and Groom's parents Assistant*
- *Event Coordinator*
- *Food and Beverage Coordinator*
- *MC Coordinator*
- *Stage Manager*
- *Stopper*
- *Guest Checker*
- *VIP's Usher (up to 30 invitations)*

POST EVENT

- *Written event report*