

## JOB DESCRIPTION

### Planning Service

- Providing full pre-wedding planning consultation
- Overseeing your wedding planning timeline & budgeting by securing the best available rate
- Recommending, introducing and scheduling meetings with vendors based on your style, concept and budget including finalizing layout in coordination with the decorator and venue of the event
- Creating rundown for the event and conducting technical meetings to align the appointed vendors
- Not Included Styling Service
- Not Included RSVP Service for Seating Party
- Featuring your wedding on Bridestory platform\*

### On-The-Day Service

- To reconfirm all confirmed services with all agreed vendors prior to the date of the event in ensuring the delivery of the purchased items/services by 4-weeks prior to the date of the event
- To provide ground assistance for all selected vendors from outside of Bali (if required) on the wedding day. Any cost occurred are to be discussed and agreed in advance among parties and to be charged separately
- Providing in-charged crews for the event; responsible for the assistance of the bride, groom, bridal party and family, Food and Beverage, set up and Decoration, Documentation, Entertainment, Transportation and Logistic
- Coordinating the whole events by working closely with the appointed vendors as well as the appointed family person in charge
- Being the time keeper of the event, ensuring all products & services are delivered accordingly
- Assisting up until the end of the event.

## FEES

10% tax and service charges have been included

<b>Seating Party</b>	< 50 guests	: IDR 40.000.000
	51 - 150 guests	: IDR 47.000.000
	151 - 250 guests	: IDR 55.000.000
	251- 350 guests	: IDR 64.000.000
	> 350 guests	: IDR 72.000.000

## TERMS OF PAYMENT

<b>Initial Deposit</b>	Security deposit at 50% of total charges must be received. This will result in the creation of a confirmed booking with order protected (Definite status).
<b>Final Payment</b> 14 days prior to the event	Full prepayment of all expected charges should be received fourteen (14) days prior to the event days.
<b>Cancellation</b>	No refundable of deposit for any cancellation made, unless separate written arrangement have been agreed by both parties.