Details

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| **Venue** | | |
|  | Closed for the whole day for private event | |
|  | Setup time | 1400 – 1600hrs  Setup areas:   * Reception table   To be setup by hired vendor (MarieZarezky)   * Extended outdoor area   Extra tables and chairs (EventsPartner)  Floral Arch (MarieZarezky)   * Grazing table arrangement   Arrangement by Mei   * Wine barrel for solemnization table * Office to be converted to make up / changing room * Empty gin bottles on each table for centrepiece * Extra cups on the tables along the march down aisle for rose petals * Table and chairs arrangement for all the 3 areas * Menu card for each table |
|  | Usage time | 1700 – 2359hrs (official hours) |
|  | # of staffs | 2x Bartender \*Mark to be onsite  9x floor staff  4x cook |
| **Signage** | | |
|  | A1 size standee for welcome signage  \*Does not include the signage itself. Couple will provide the signage | |
| **Office for makeup room** | | |
|  | Office to be converted make up room for bride. **Strictly only bride, bridesmaid and Makeup artist allowed to enter.** | |
|  | Items to provide | Long standing mirror  Fully drawn curtain / temp block / wall on the other side for private setting |

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| **Indoor Area** | | |
|  | Denise’s family and relative  1x wheelchair bound Granny  1x special care group of Denise friend (Pregnant) | |
|  | Capacity | 26 + 1(Senior Citizen) pax |
|  | # of tables | 3x booth  2x big table |
|  | # of chairs | 6x chairs |
|  | Grazing table | 2x high table  2x long high table  \*To be placed side by side to make up 3M long table for grazing table |
| **Canopy Area** | | |
|  | Kenny’s family and relative | |
|  | Capacity | 33 + 1(Infant) pax |
|  | # of tables | 1x big table  12x low table |
|  | # of chairs | 25x chair |
|  | Kitchen area | 4x cooks |
| **Extended outdoor area** | | |
|  | Friends  \*Details to be confirmed after the arrangement layout is firmed | |
|  | Capacity | 63pax |
|  | # of tables | 1x Wine barrel table |
|  | # of chairs | 24x crate chair  32x high chair |

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| **Food** | | |
|  | $2,400 for grazing table  $600 for hot food item | |
|  | Grazing table | **\*To be discussed and confirmed with Mei**  Food items / portion  Vegetarian portion / section  Food item label  Wedding cake stand (?) |
|  | Hot food item | 120 portions  **\*Food items to be discussed and finalized in September when head chef is back** |
| **Beverages** | | |
|  | $5000++ for free flow drinks all night  \*Additional drinks requested on site, not in the list, to be paid separately | |
|  | Drinks | Customized welcome cocktail  Customized Kenny’s cocktail  Customized Denise’s cocktail  Peroni Beer by the bottle  Coke  Sprite  Orange juice  Still water |
| **Wedding favour** | | |
|  | Price / bottle : $23++ | |
|  | Bottle | 200ml  Customized Kenny’s cocktail  Customized Denise’s cocktail |
|  | Label | Tanglin Gin’s label  Customized design  \*Design to be confirmed in September together with extended outdoor area completion when marketing executive is in |

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| **Audio / Video** | | |
|  | Location of the speaker TBC after outdoor platform is completed | |
|  | # of microphone | 2x wireless microphone |
|  | # of speaker | 2x portable speaker |
| **External vendors** | | |
|  | External vendor engaged for setup of the event | |
|  | Mei | 1400 – 1600 hrs setup  Tables and decoration. Excluding food items.  1630 -1730 hrs setup  Food items |
|  | Tanglin : Events partner | 1400 – 1600 hrs setup  Tables and chairs setup for extended outdoor area |
|  | Marie Zarezky | 1400 – 1600 hrs setup   1. Faux floral arch at extended outdoor area 2. Decoration setup at reception table |
|  | Photographer | 1730 hrs onwards |
|  | Makeup artist | 1730 – 1900 hrs in office room for bride make up |

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| **Area layouts** | |
| Rough layout of all table and chair locations for all 3 areas | |
| Indoor |  |
| Canopy |
| Extended outdoor |

Summary

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| **Action pending Tanglin Gin** | | **Due** |
| 1. | Extended outdoor area to be completed latest by 15 September 2022 | 15 Sep  Done✅ |
| 2. | Contact EventsPartner for proposed table and chair rental for extended outdoor area | Predecessor: Activity 1  Done✅ |
| 3. | Revise wedding favour price per bottle from original 200ml spirit -> 200ml cocktail | Together with Activity 2  Done✅ |
| 4. | Setup meeting with marketing executive to discuss wedding favour label design | Before 30 Sep |
| 5. | Setup onsite meeting after head chef is back to confirm onsite food items | Before 30 Sep |
| 6. | Provide venue layout with confirmed furniture / deco / speaker setting | Predecessor: Activity 1  Done✅ |
| 7. | Setup meeting with Mei to confirm on grazing table detail | Best before 31 Aug |

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| **Action pending Couple** | | **Due** |
| 1. | Provide confirmed guestlist | 31 Aug |
| 2. | Confirm area’s group of guest | Predecessor: Tanglin Activity 1 |
| 3. | Provide confirmed # of wedding favour | Predecessor: Tanglin Activity 3 |
| 4. | Cocktail mixing session with Mark  \*Welcome drink (done)  \*Kenny (done)  \*Denise (done) | 16 Aug  Done✅ |
| 5. | Deposit  \*Predecessor activity: Revised invoice line items and confirmed venue details | After invoice and detail final revision |
| 6. | A1 Welcome sign | 22 Oct |
| 7. | Day schedule  \*So that venue manager will know who to expect at what time | Before 31 Aug  Done✅ |

Quoted prices

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| **Description** | **Quantity** | **Unit Price** | **Cost** |
| Venue Rental | 1 | $5,000.00 | $5,000.00 |
| Food Costs | 120 | $20.00 | $2,400.00 |
| Additional Food Costs | 120 | $5.00 | $600.00 |
| Beverage Costs | 1 | $5,000.00 | $5,000.00 |
| Furniture Rental | 1 | $1,500.00 | $1,500.00 |
| 200ml bottled Cocktail | 100 | $23.00 | $2,300 |