



## SOPHIA ANDREA B. GOYENA

Event Manager

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Turning Events Into  
Timeless Memories.

## COVER LETTER

**MR. POLIE MIRANDILLA**

City Tourism Officer

City Tourism Culture and Arts Office

Sorsogon City

Dear Mr. Mirandilla,

Greetings!

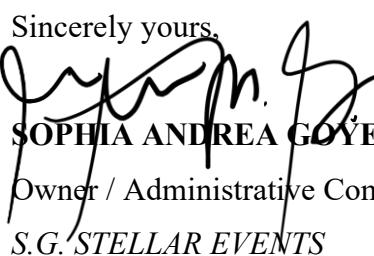
We sincerely thank you for considering **S.G. STELLAR EVENTS** as a potential partner in organizing your upcoming **Mass Wedding Ceremony** scheduled for **December 26, 2025, in Sorsogon City**. It is truly an honor to be given the opportunity to contribute to such a meaningful celebration, bringing joy and unforgettable memories to 500 couples.

Attached to this letter is our comprehensive proposal, which includes venue setup and decorations, stage and program design, audio-visual support, manpower and coordination services, catering options, accommodation option, logistics planning, and other enhancements to ensure the event is seamless, elegant, and memorable. Our team has carefully curated these packages with the goal of creating an atmosphere of love, unity, and celebration that will leave lasting memories for all participants.

We are confident that our services will align with your vision and expectations. Should you wish to further discuss the details or customize the package, our team is ready to meet with you at your convenience.

Thank you once again for the opportunity. We look forward to working closely with your office in making this Mass Wedding a truly stellar celebration of love and community.

Sincerely yours,



**SOPHIA ANDREA GOYENA**  
Owner / Administrative Committee  
**S.G. STELLAR EVENTS**

## Company profile

S.G. STELLAR EVENTS is a premier event management company dedicated to creating extraordinary and memorable experiences. We specialize in a wide range of events, including corporate functions, weddings, birthdays, seminars, and luxury celebrations. Our name, "STELLAR," reflects our promise of brilliance, excellence, and guidance; delivering events that shine above the rest.

Founded with a passion for elegance and sophistication, S.G. STELLAR EVENTS is committed to transforming visions into reality. From concept to execution, our team ensures that every detail is carefully planned and flawlessly executed. By combining creativity, innovation, and professionalism, we position ourselves as a trusted partner in crafting unforgettable experiences.

Our team is composed of skilled professionals with diverse expertise in event planning, design, and project management. With strong partnerships and industry connections, we guarantee seamless coordination and exceptional quality for every event entrusted to us. At S.G. STELLAR EVENTS, we don't just organize events—we create memories that inspire awe, capture emotions, and leave lasting impressions.

## Mission

S.G. STELLAR EVENTS is dedicated to delivering extraordinary events that reflect brilliance, sophistication, and precision. We take the time to understand our clients' vision and bring it to life with creativity, attention to detail, and unwavering professionalism.

## Vision

To be recognized as a leading events management company known for elegance, innovation, and excellence—transforming every occasion into a truly stellar experience.

## Goals

- To successfully organize and execute at least 12 events in the first year, achieving a client satisfaction rating of 95% or higher by December 2022.
- To launch a marketing campaign that secures 2,000 social media followers and at least 3 media features within 12 months.
- To establish partnerships with at least 10 reliable suppliers and service providers within the first 6 months of operation.

- To acquire a minimum of 6 public or corporate event contracts within the first year to position S.G. STELLAR EVENTS as a trusted brand in the industry.

## Awards and Recognition

- **Outstanding Event Management Service Award – Bicol Region (2022)**

Recognized by local tourism and cultural offices for exceptional contribution to the success of regional festivals and community celebrations.

- **Best Event Organizer for Corporate Excellence – Bicol Business Awards (2023)**

Honored for consistently providing high-quality event management services that supported business networking, conferences, and product launches in the region.

- **Philippines' Most Promising Event Management Company – National Events and Marketing Excellence Awards (2024)**

Acknowledged at the national level for innovative event concepts and outstanding client satisfaction ratings, placing S.G. STELLAR EVENTS among the top emerging brands in the industry.

- **Excellence in Luxury and Social Events – Bicol Recognition for Arts & Culture (2025)**

Awarded for creating elegant and sophisticated weddings, galas, and private celebrations that highlighted creativity, cultural appreciation, and meticulous execution.

## Services Offered

At **S.G. STELLAR EVENTS**, we take pride in offering a comprehensive range of event management services designed to meet the diverse needs of our clients. Every service we provide is tailored with creativity, precision, and a commitment to excellence. Below are the core services we specialize in:

- **Weddings and Social Celebrations:** We create elegant and unforgettable weddings, anniversaries, birthdays, and private gatherings. Our team ensures that every detail—from venue styling to program flow—reflects the unique personality and vision of our clients.

- **Corporate Events:** We design and manage professional events such as product launches, seminars, conferences, and company parties. Our goal is to deliver seamless events that strengthen brands, engage audiences, and support organizational goals.

- **Themed Events:** We specialize in sophisticated and creative event concepts that showcase innovation and style. Whether it's a gala, charity ball, or themed celebration, we bring premium quality and artistry to every occasion.

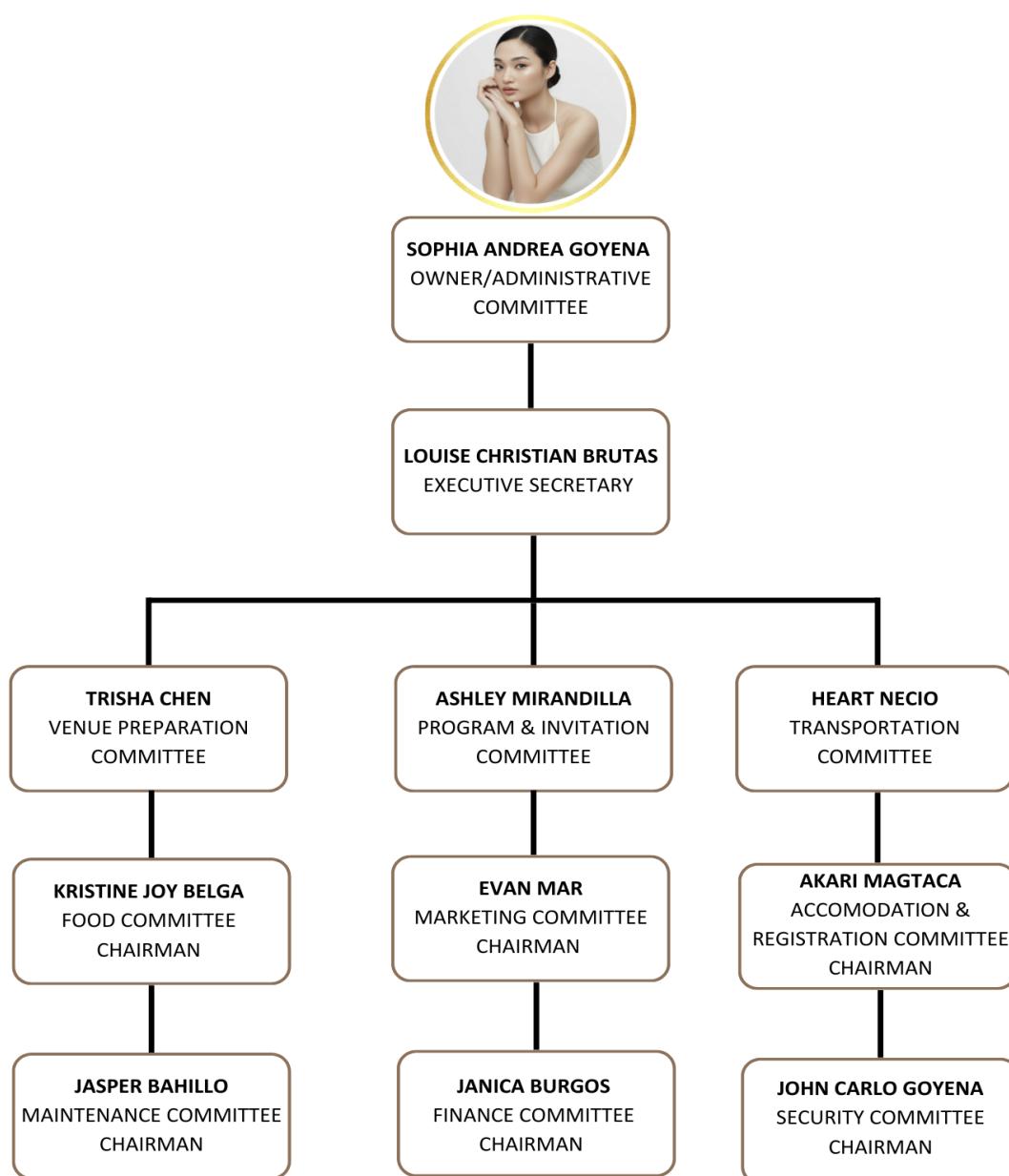
- **Event Styling and Design:** Our team provides bespoke styling and creative direction to transform venues into stunning spaces. We carefully craft themes, décor, and ambiance to match the client's vision and elevate the overall experience.

- **Logistics and Coordination:** We handle all operational aspects of events, including supplier coordination, scheduling, and on-site management. Our organized approach ensures that every event runs smoothly and efficiently.
- **Client Consultation and Custom Packages:** We offer personalized consultations to better understand our clients' needs and provide tailor-fit event packages. This flexibility allows us to deliver services that match both vision and budget.

## Objectives

- To consistently deliver innovative and high-quality event concepts tailored to clients' needs.
- To build strong, long-term partnerships with suppliers, venues, and industry professionals in both local and national markets.
- To establish S.G. STELLAR EVENTS as a trusted and leading event management brand in the Bicol Region and beyond.

## Organizational Chart



## Working Committees

COMMITTEE	DESIGNATION	DUTIES AND RESPONSIBILITIES
<b>Admin</b>	<b>Chairman:</b> Sophia Andrea Goyena  <b>Secretary:</b> Louise Christian Brutas  <b>Members:</b> Diosa Fernandino Jia Arimado	<ul style="list-style-type: none"> <li>Oversees the overall direction of the organization</li> <li>Makes final decisions on major event plans and budget</li> <li>Ensures smooth coordination among committees</li> <li>Represents the organization in official matters</li> </ul>
<b>Venue Preparation</b>	<b>Chairman:</b> Trisha Chen  <b>Members:</b> Marivel Volante Rey Valenzuela Jabet Luna	<ul style="list-style-type: none"> <li>Secures and organizes event venues</li> <li>Coordinates seating arrangements and stage setup</li> <li>Ensures venue safety and accessibility</li> <li>Works with decorations and layout teams</li> </ul>
<b>Program and Invitation</b>	<b>Chairman:</b> Ashley Mirandilla  <b>Members:</b> Lanie Cortez George Suarez Ria De Guzman	<ul style="list-style-type: none"> <li>Prepares the program flow and sequence of activities</li> <li>Designs and distributes invitations</li> <li>Coordinates with hosts, performers, and speakers</li> <li>Ensures the program runs smoothly during the event</li> </ul>
<b>Transportation</b>	<b>Chairman:</b> Heart Necio  <b>Members:</b>	<ul style="list-style-type: none"> <li>Arranges transportation for guests, staff, and VIPs</li> <li>Ensures parking and shuttle services are available</li> </ul>

	<p>Mae Mahusay Vince Postrado Christian Marbella</p>	<ul style="list-style-type: none"> <li>• Coordinates with drivers and logistics providers</li> <li>• Creates contingency plans for travel delays</li> </ul>
<b>Accomodation and Registration</b>	<p><b>Chairman:</b> Akari Magtaca</p> <p><b>Members:</b></p> <p>Angel Ibañez Niña Bahillo Tristan Nuñez</p>	<ul style="list-style-type: none"> <li>• Handles guest registrations and attendance lists</li> <li>• Coordinates hotel and lodging needs</li> <li>• Ensures smooth check-in/check-out process</li> <li>• Provides welcome kits or materials for participants</li> </ul>
<b>Marketing</b>	<p><b>Chairman:</b> Evan Mar</p> <p><b>Members:</b></p> <p>Bianca Manuel Lovely Casais Leo Llena</p>	<ul style="list-style-type: none"> <li>• Creates promotional strategies for events</li> <li>• Manages social media, posters, and advertisements</li> <li>• Builds partnerships with sponsors and media</li> <li>• Enhances brand image and public relations</li> </ul>
<b>Food</b>	<p><b>Chairman:</b> Kristine Joy Belga</p> <p><b>Members:</b></p> <p>Kristelle Mijares Heshel Buban Gerald Acuña</p>	<ul style="list-style-type: none"> <li>• Coordinates catering services and menu selection</li> <li>• Ensures food safety, quality, and timely delivery</li> <li>• Manages serving staff and food distribution</li> <li>• Prepares alternative meals for special dietary needs</li> </ul>
<b>Security</b>	<p><b>Chairman:</b> John Carlo Goyena</p> <p><b>Members:</b></p> <p>Ingrid Espares Jake Dino</p>	<ul style="list-style-type: none"> <li>• Ensures safety of guests, staff, and properties</li> <li>• Coordinates with local security or police if needed</li> <li>• Prepares emergency and evacuation plans</li> <li>• Monitors entrances, exits,</li> </ul>

	Michael Bobis	and crowd control
<b>Maintenance</b>	<b>Chairman:</b> Jasper Bahillo  <b>Members:</b> AJ Jacob Angelo Marfil Gabriel Barela	<ul style="list-style-type: none"> <li>Supervises cleanliness and orderliness of venues</li> <li>Manages setup and dismantling of event equipment</li> <li>Provides technical support for utilities and facilities</li> <li>Ensures waste management and sanitation</li> </ul>
<b>Finance</b>	<b>Chairman:</b> Janica Burgos  <b>Members:</b> Karen Brutas Sharry Goyena	<ul style="list-style-type: none"> <li>Manages budgeting and allocation of funds</li> <li>Keeps records of expenses and income</li> <li>Prepares financial reports for transparencies</li> </ul>

## WORKPLAN

ACTIVITIES	JUL	AUG	SEPT	OCT	NOV	DEC
• Meeting with the staff	1-2					
• Preparation of project proposal	3-8					
• Submission of Proposal	11					
• Acceptance of proposal	14-16					
• Revision of proposal	17-19					
• Signing of contract	21					
• Sending thank you letter	30					
PRE-ACTIVITIES						
Planning and implementation of marketing (social media, website, etc.)		15-20				
Meeting with the organizer and supplier and sending of sponsorship letter		21-25				
Start an online registration of the participants			3			
Creation of different committees			4-6			
Delegation of tasks			10-12			
Site visitation and sending of sponsorship and supplier contract			15-17			
Signing of contract with the suppliers			20			

Acquisition of necessary permits and Collection of agreed initial payment from client			22-23			
Invitation of speakers/guests			25-30			
Hiring of decorator and food caterer and initial payment				1-4		
Hiring of first aid team/securities				6-8		
2nd meeting/ suggestions/brainstorming				10-11		
Finalization of all the activities/ Final briefing and Collection of fees of approved expenses from client and sponsors				13-17		
Confirmation of availability of speakers/entertainer				20-22		
End of registration				31		
Gather staff but full briefing and collection of remaining balance from client					4-5	
Organize registration and speaker's areas					11-12	
Circulate contact list with mobile numbers to all staff/volunteers					13	
Double checking of document and papers					20	
Follow ups for partnership and last call for payment					25-30	
<b>INGRESS</b>						

Installation of materials needed in the event						25 5:00 PM - 10:00 PM
<b>EVENT PROPER</b>						
Monitor the flow of the event						26
<b>EGRESS</b>						
Removal of all equipment and rubbish/ the materials used/ decorations. Also, double check the area to make sure nothing is left.						26
<b>POST ACTIVITIES</b>						
Feedback and Evaluation from the client						27
Prepare and submit reports for evaluation						28-29



## **INTRODUCTION OF THE EVENT**

Event Title: **Mass Wedding Ceremony 2025**

Theme: **“A Celebration of Love and Unity”**

Event Date: **December 26, 2025**

### Event Venue

Primary Venue: **Sorsogon City Convention Center**

Secondary venue: **Sorsogon Sports Arena**

Client: **City Tourism Culture and Arts Office – Sorsogon**

Expected Participants: **500 Couples (1,000 individuals + guests)**

## **OBJECTIVES**

The event highlights the following objectives:

- Celebrate Love and Strengthen Families: Provide an inclusive and memorable ceremony that allows couples to formalize their union in a dignified and meaningful way, strengthening family bonds within the community.
- Promote Social Unity and Community Engagement: Create an event that fosters solidarity, inclusivity, and togetherness by bringing families, friends, and the local community together in a shared celebration of love.
- Ensure a Seamless and Memorable Celebration: Deliver a well-organized and elegant mass wedding through professional event management, ensuring a smooth flow of activities and an unforgettable experience for all participants.

## ARRANGEMENT SERVICES

### ***GENERAL SERVICES***

### **TRANSPORTATION**

#### **JEEPNEYS & MODERN JEEPNEYS**

##### **Modern Jeepneys (Gubat Transport Cooperative – GTC):**

- Air-conditioned, safe, and regulated units servicing routes between Gubat and Sorsogon City.

##### **Traditional Jeepneys:**

- Widely available, connecting barangays within Sorsogon City and nearby municipalities at affordable fares.

#### **TRICYCLES**

Operates within barangays, city proper, and short-distance routes, ideal for individual or small-group travel.

#### **UTILITY VEHICLES (UV Express & Mini-Buses)**

Provides an alternative for larger groups traveling short to medium distances.

### **ACCOMMODATION**

#### **Fernandos Hotel**

3799 Rizal Street, Piot, Sorsogon City

#### **Tentyard Hotel**

105 San Juan East District, Sorsogon City

#### **Villa Isabel Hotel**



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### **AUXILIARY SERVICES**

#### **Hospitals**

##### **Saints Peter and Paul Hospital, Inc.**

Alegre Street, Balogo, Sorsogon City. Approx. 1.42 km from Maharlika Highway / Pan-Philippine Hwy.

##### **Sorsogon Medical Mission Group Hospital & Health Services Cooperative**

Maharlika Highway, Pangpang, Sorsogon City.

#### **Police Station**

##### **Sorsogon City Police Provincial Office**

Camp Salvador Escudero Sr., Sorsogon City. Main provincial police station.

##### **Police Station — J. Alegre Street**

J. Alegre St., Sorsogon City. Located near major thoroughfares.

#### **Mall**

##### **SM City Sorsogon**

Maharlika Highway, Balogo East District, Sorsogon City. Two-storey mall with shops, dining, cinema, etc.

#### **Bank / ATM Services**

##### **Philippine National Bank (PNB), Rizal Branch**

Rizal Street, Sorsogon City. Branch & ATM.

##### **BDO Unibank, Son Building, R. Magsaysay Avenue**

ATM location on Magsaysay Ave., Sorsogon City.

## PROMOTION AND ADVOCACY

### Radio Stations / FM Broadcast:

89.5 OK-FM Sorsogon (DWJX)  
101.5 Brigada News FM Sorsogon (DWLH)  
102.3 Spirit FM Sorsogon (DZGN)  
99.9 Wow Smile Radio (DWAW)

### Social Media Pages / Local Platforms:

OK-FM Sorsogon (89.5)  
Sorsogon 101  
Sorsogon Journal  
It's More Fun in Sorsogon

### Organizations / Local Partners:

Provincial Government of Sorsogon (PGS)  
Sorsogon City Information Office (CIO)  
Sorsogon Chamber of Commerce and Industry (SCCI)  
Diocese of Sorsogon / Parish Pastoral Councils  
Rotary Club of Sorsogon

## EXHIBITION/SPONSORING INFORMATION

- SM Sorsogon City
- La Dental Center
- Rosario's Cafe
- ACE
- DOH
- Shakey's
- AKO BICOL Party List
- Ang Probinsyano Part list
- Kochi Cafe



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## SECURITY SERVICES

### **JA. Premier Security Agency**

Bulusan, Sorsogon

### **SM Security & Services, Inc. (SMSSI)**

35 Sampaguita St., San Miguel, Zone I, Iriga City, Camarines Sur (serves regions including Sorsogon)

### **DBPSC Security Services, Inc. (Bicol Region Office)**

Sorsogon City, Bicol Region (contact via their Southern Luzon / Bicol regional coordinator)

### **Sorsogon Police Provincial Office (PNP)**

Camp Salvador C. Escudero Sr., Magsaysay Avenue, Sorsogon City, Sorsogon 4700

## PRIMARY VENUE LAYOUT

### I. Main Ceremony Hall (SCCC Grand Hall)

- **Capacity:** 1,200 total seating (500 couples + officiants and VIPs).
- **Stage Setup:**

**Location:** Elevated platform at the front.

**Altar/Officiants' Area:** Large stage for multiple officiants (church/civil).

**Backdrop:** Elegant wedding-themed setup with drapes, floral arches, and lighting.

**Sound System:** High-quality system with wireless microphones.

- **Seating Arrangement:**

**Couples Seating:** 500 pairs arranged in rows with two chairs per couple.

**Central Aisle:** Wide aisle for procession and photography.

**Side Aisles:** For smooth access in and out.

**Guest Seating:** 200 seats at the back and side sections.

**VIP Section:** Reserved rows near the stage for sponsors, officials, and special guests.

### II. Entrance & Registration (SCCC Lobby/Foyer)

- **Registration Booths (Alphabetical A-Z):** For smooth check-in and distribution of kits (rings, tokens, IDs, program).
- **Welcome Decor:** Floral arch and signage at the main entrance.
- **Holding Areas:** Separate waiting areas for early arrivals.
- **Information Desk:** Assistance for couples and guests.

### III. Pre-Ceremony / Preparation Areas

- **Bride/Groom Prep Rooms:** Separate dressing and waiting areas.
- **Family Waiting Area:** Lounge space for immediate family members.
- **Restrooms:** Accessible and clearly marked.



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#### IV. Post-Ceremony / Photo Opportunities

- **Photo Walls/Backdrops:** Multiple decorated stations for official couple portraits.
- **Professional Photography Team:** Assigned per photo station.
- **Congratulatory Lane:** Flow-controlled area for greetings.
- **Refreshments:** Light stations with water/juice for couples and guests.

#### V. Support and Logistics

- **Medical Station:** First aid booth with standby medical personnel.
- **Security:** Coordinated with local agencies and private security teams.
- **Emergency Exits:** Clearly marked and accessible.
- **Technical Booth:** Located at the rear for sound and lighting control.
- **Parking:** Ample parking space with designated drop-off areas.

#### Flow and Traffic Management

**Entry:** Couples register and are ushered to their seats.

**Processional:** Couples enter in organized batches.

**Recessional:** Guided row-by-row exit toward photo areas.

#### Decor and Ambiance

**Theme:** Elegant, solemn, and celebratory.

**Color Motif:** White with pastel accents.

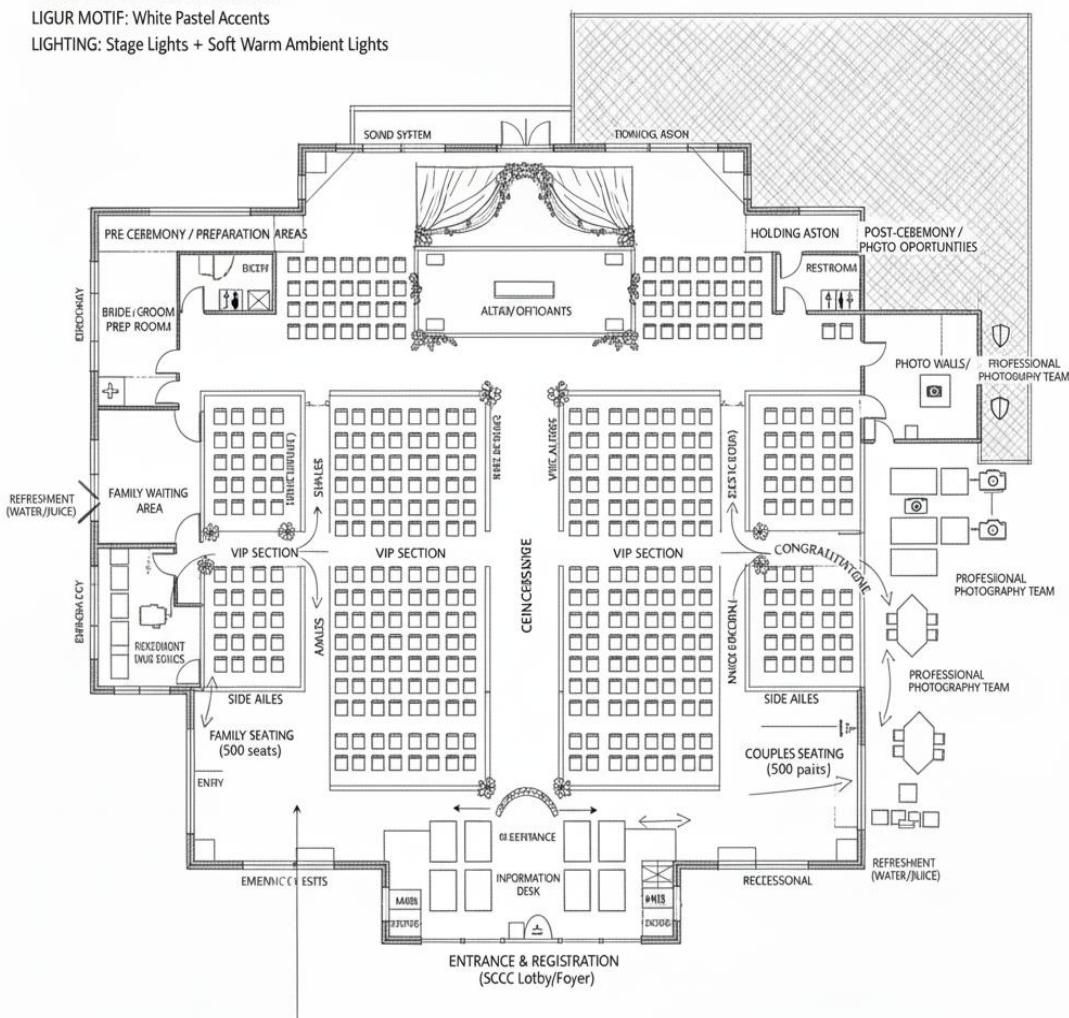
**Lighting:** Stage lights plus soft warm ambient lights.

**Floral Arrangements:** At the stage, aisle, and photo areas.



LIGUR MOTIF: White Pastel Accents

LIGHTING: Stage Lights + Soft Warm Ambient Lights



## **SECONDARY VENUE LAYOUT (Sorsogon Sports Arena)**

### **I. Main Ceremony Floor**

▪ **Capacity:** 1,200 seating (500 couples + 200 guests: officials and VIPs).

▪ **Stage Setup:**

**Location:** Central front stage on the arena floor.

**Altar/Officiants' Area:** Spacious elevated stage for officiants and ceremonial arrangements.

**Backdrop:** Minimalist and elegant, featuring floral designs and neutral tones.

**Sound System:** Surround sound system to cover the entire arena.

▪ **Seating Arrangement:**

**Couples Seating:** 500 pairs arranged neatly on the arena floor.

**Guest Seating:** 200 seats arranged in nearby rows for visibility.

**VIP Section:** Reserved seating in the front rows for officials and sponsors.

**Central Aisle:** Wide aisle from entrance to stage for procession.

**Side Aisles:** Accessible pathways for smooth entry and exit.

### **II. Entrance & Registration (Arena Entrance Hall)**

▪ **Registration Booths:** Alphabetical A–Z check-in counters.

▪ **Welcome Arch:** Elegant neutral-themed arch with floral details.

▪ **Holding Areas:** Designated spaces for couples waiting to be seated.

▪ **Information Desk:** For inquiries and assistance.

### **III. Pre-Ceremony / Preparation Areas**

▪ **Dressing Rooms:** Separate holding/prep areas for brides and grooms.

▪ **Family Lounge:** Rest area for family members.

▪ **Restrooms:** Accessible facilities near the main hall.

### **IV. Post-Ceremony / Photo Opportunities**

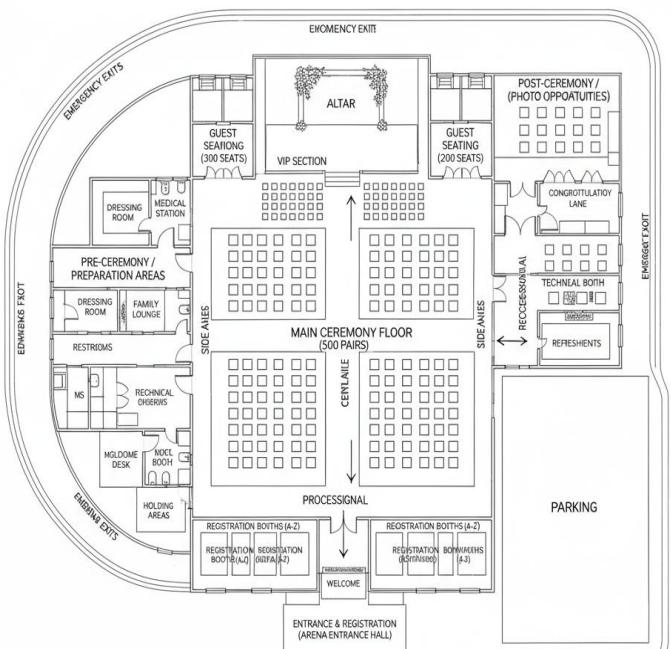
- **Photo Stations:** Decorated booths for portraits and group photos.
- **Congratulatory Lane:** Designated area for greetings and photo ops.
- **Refreshments:** Beverage stations for couples and guests.

## V. Support and Logistics

- **Medical Station:** With first aid and standby personnel.
- **Security:** Arena security with local PNP coordination.
- **Emergency Exits:** Clearly marked exits around the venue.
- **Technical Booth:** For sound and lighting management.
- **Parking:** Spacious parking with dedicated entry/exit flow.



SOUND SYSTEM, SURROUND SOUND



# Packed Meal

## Creamy Carbonara

This classic Italian dish features spaghetti tossed in a rich, creamy sauce made from eggs, hard cheese, cured pork, and black pepper.



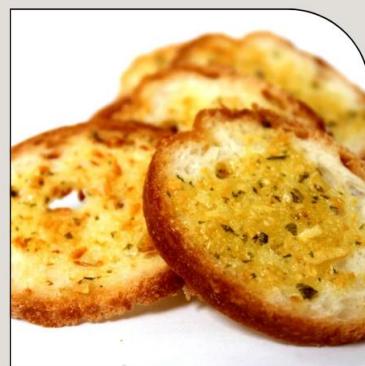
## Buttered Chicken

This dish features crispy fried chicken pieces tossed in a rich, savory sauce of melted butter and garlic.



## Garlic Bread

A simple yet delicious side dish, it is made from bread sliced and coated in a mixture of butter, minced garlic, and herbs.



## Iced Tea

A perfectly chilled and crisp classic, our iced tea is brewed to a refreshing perfection.



## PROGRAM FLOW – GRAND MASS WEDDING

**Sorsogon City Convention Center / Sorsogon Sports Arena**

**1:00 PM – 4:30 PM**

### **1:00 PM – 1:20 PM | Opening Segment**

**Processional March:** Couples enter in batches and are seated by ushers.

**Opening Remarks:** Host/Emcee welcomes couples, guests, and officials.

**Acknowledgment of VIPs:** Local government officials, sponsors, officiants, and partners.

**Invocation / Prayer:** Led by a church or interfaith leader.

### **1:20 PM – 2:00 PM | Wedding Rite (Ceremony Proper)**

**Message of the Presiding Officiant.**

**Exchange of Vows:** Couples recite vows in unison.

**Exchange of Rings:** Distribution of rings (facilitated by ushers).

**Pronouncement of Marriage:** Officiant officially declares couples married.

Congratulatory Applause & Blessing.

### **2:00 PM – 2:20 PM | Special Messages**

Inspirational Message from Guest Speaker (Governor/Mayor or chosen VIP).

Testimonial from a Married Couple (short sharing to inspire newlyweds).

### **2:20 PM – 3:20 PM | Symbolic & Cultural Segments**

Unity Candle / Unity Ceremony.

Distribution of Marriage Certificates (symbolic turnover per couple batch).

Group Blessing / Prayer for all couples (officiant).



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Distribution of the Packed Meals

Intermission / Musical Performance while logistics flow continues.

### **3:20 PM – 4:00 PM | Celebration Segment**

Couples First Kiss / First Toast.

Photo Session by Batch: Organized per row for efficiency.

Entertainment Segment: Choir / cultural dance / band performance.

### **4:00 PM – 4:25 PM | Closing Highlights**

Thank You Message: From event organizer / LGU representative.

Acknowledgment of Sponsors & Partners.

Closing Remarks: Host wraps up with final congratulations.

Recessional Exit of Couples: Guided exit toward photo walls & reception lane.

### **4:25 PM – 4:30 PM | Transition**

Couples and guests proceed to photo opportunities and light refreshments.

Formal program ends.

## FINANCIAL ANALYSIS

### Allocation of Budget

ITEM	AMOUNT
<b>A. Venue Rental &amp; Setup</b>	
• Sorsogon City Convention Center Rental	₱120,000
• Decorations (stage, aisle, floral, backdrop)	₱100,000
• Photo Booths (5 booths x 3,000)	₱15,000
<b>SUBTOTAL</b>	<b>₱235,000</b>
<b>B. Food &amp; refreshments</b>	
• Packed Meals (250 x 1,200 pax)	300,000
• Snacks & Water Stations (50 x 1,200)	60,000
<b>SUBTOTAL</b>	<b>₱360,000</b>
<b>C. Attire, Rings &amp; Souvenirs</b>	
• Wedding Rings (1,200 x 500 couples)	₱600,000
• Certificates, Ribbons & Tokens (100 x 1,200 pax)	₱120,000
• Souvenirs (250 x 1,200 pax)	₱300,000
<b>SUBTOTAL</b>	<b>₱1,020,000</b>
<b>D. Program &amp; Entertainmen</b>	
• Officiant's Honoraria (10,000 x 5)	₱50,000
• Choir & Musicians	₱40,000
• Host/Emcee	₱15,000
<b>SUBTOTAL</b>	<b>₱105,000</b>

<b>E. Security &amp; Medical Services</b>	
Private Security (30 guards x 1,500)	₱45,000
Police Assistance (coordination/logistics)	₱10,000
First Aid/Medical Team	₱20,000
<b>SUBTOTAL</b>	<b>₱75,000</b>
<b>F. Transportation</b>	
Shuttle Vans (3,000 x 10 units)	₱30,000
VIP/Officials Transport	₱20,000
<b>SUBTOTAL</b>	<b>₱50,000</b>
<b>G. Documentation</b>	
Photo & Video Coverage	₱80,000
Printing of Souvenir Program	₱20,000
<b>SUBTOTAL</b>	<b>₱100,000</b>
<b>H. Miscellaneous</b>	
Insurance & Permits	₱30,000
<b>SUBTOTAL</b>	<b>₱30,000</b>
<b>I. Accommodation</b>	
Hotel Room (2,499 x 500 couples)	₱1,249,500
<b>SUBTOTAL</b>	<b>₱1,249,000</b>
<b>TOTAL EXPENSES</b>	<b>₱3,224,500</b>



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	LIVE IN	LIVE OUT
<b>Total Expenses</b>	₱3,224,500	₱1,975,000 (less 1,249,500 accomodation)
<b>Vat 12%</b>	₱386,940	₱237,000
<b>Contingency Fund 10%</b>	₱322,450	₱197,500
<b>Professional Fee 15%</b>	₱483,675	₱296,250
<b>GRAND TOTAL EXPENSES</b>	<b>₱4,417,565</b>	<b>₱2,705,750</b>

## CONTINGENCY AND CRISIS MANAGEMENT PLAN

AREA	POTENTIAL HAZARD	CORRECTIVE ACTION
<b>Registration</b>	Overcrowding of couples and guests	Set up multiple registration booths (alphabetical by surname). Deploy ushers to manage lines.
<b>Rest Rooms</b>	Water shortage, bad odor, clogged facilities	Assign janitorial staff, stock hygiene supplies, and provide water drums as backup.
<b>Seating Area</b>	Insufficient seats for couples and guests	Prepare extra chairs and buffer seating arrangements.
<b>Parking Areas</b>	Car theft, accidents, or bomb threat	Hire security personnel, install CCTV, and coordinate with local police.
<b>Meal/Reception Area</b>	Food poisoning or shortage	Conduct food safety inspections and food tasting. Prepare extra meals (10% buffer).
<b>Venue Inside</b>	Natural disasters (earthquake, typhoon, fire)	Announce emergency exits; place visible signage; brief staff on evacuation procedures.
<b>Electricity</b>	Power outage	Provide standby generator and backup lighting system.
<b>Medical Emergencies</b>	Sudden illness, fainting, or injury	Set up first aid and medical booth with trained personnel and ambulance on standby.
<b>Outdoor Areas</b>	Extreme weather conditions	Secure tents, prepare indoor backup venue if necessary.
<b>Crowd Control</b>	Congestion and bottlenecks	Assign marshals, use barriers and signage to guide guest flow.
<b>Stage/Program</b>	Technical issues with sound system, microphones, or lights	Keep spare equipment and technicians on standby.
<b>Security</b>	Unauthorized entry, theft, or disruptive incidents	Issue IDs/badges, deploy marshals, and coordinate with barangay/police.
<b>VIP Section</b>	Special guests face inconvenience or overcrowding	Reserve seating, assign ushers, and prepare holding lounge for VIPs.
<b>Gifts &amp; Souvenirs</b>	Shortage, misplacement, or theft	Secure storage room, assign staff to handle distribution, and prepare 5% buffer stock.
<b>Persons with Disability (PWD)</b>	Lack of accessibility, difficulty moving around	Provide ramps, designated seating, and volunteer aides to assist PWDs.
<b>Information Desk</b>	Guests lost or misinformed	Place clear directional signs and station trained staff at information desks.

## PROTOCOL

### **FLAG PROTOCOL**

1. The place of honor is to the audience's left over the right shoulder.
2. The Philippine Flag holds the place of honor, followed by the state/region, city/municipality, and institutional flags.
3. When displayed, the triangle should be on top, with the blue field to the right and the red field to the left.
4. The flag should never be displayed horizontally except on flagpoles or when properly draped.
5. Ensure the flag is clean and in pristine condition; replace it if it is torn, worn, or damaged.
6. During flag ceremonies, all personnel should stand at attention and face the flag.

### **SEATING PROTOCOL**

1. The host and co-host should sit opposite each other for balance.
2. The guest of honor should always be seated to the right of the host.
3. The second-highest ranking guest should be seated to the right of the co-host.
4. Other guests should be seated in hierarchical order, alternating on both sides of the host and co-host.
5. Consider gender balance, language abilities, and overlapping expertise when arranging seats.
6. If necessary, adjust seating plans based on time constraints, program flow, or principal requests.

### **GIFTS**

1. Provide tokens for speakers and meaningful gifts for VIPs, sponsors, and principals.
2. Gifts should reflect the theme of the event and the cultural identity of the host community.
3. Where possible, highlight local craftsmanship, artistry, or traditions.
4. All gifts must be accompanied by a note of appreciation and recognition of the recipient's contribution.

### **COMMUNICATION**

1. Brief principals, officials, and guests about cultural norms, expectations, and flow of the event.
2. Use polite conversation starters and avoid sensitive topics.
3. For formal announcements, maintain clear, respectful, and concise delivery.

4. Ensure effective communication between event staff through radios or designated messengers.
5. When addressing couples and guests, use inclusive language and clear instructions to avoid confusion.

## **FOOD**

1. Meals should be prepared in advance and served on time according to the program.
2. VIPs, officials, and principals are served first, followed by guests and couples.
3. Ensure dietary considerations (halal, vegetarian, allergies) are respected.
4. Serving staff should follow proper etiquette: uniformed attire, courteous service, and hygienic handling of food.
5. Leftover food should be disposed of properly or donated to designated charities if permitted.

## **PERSONS WITH DISABILITY (PWD)**

1. Ensure barrier-free access with ramps, elevators, or designated seating areas.
2. Provide priority seating for PWDs near entrances/exits and restrooms.
3. Assign ushers or volunteers to assist PWD guests throughout the event.
4. For hearing-impaired guests, provide sign language interpreters if possible.
5. Visual aids (screen/projectors) should be clear and readable for visually impaired guests.
6. Ensure emergency exits are accessible for wheelchairs and mobility aids.



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## CLIENT AGREEMENT

This Agreement is made and entered into on this 21 day of April, 2025, by and between:

**S.G STELLAR EVENTS**, hereinafter referred to as the “Service Provider,” with principal business address at Legazpi City, Albay,

-and-

**Mr. Polie Mirandilla**, hereinafter referred to as the “Client,” with address at Sorsogon City.

### **1. Scope of Services**

The Service Provider agrees to provide professional event management and coordination services for the Client’s event. Services may include, but are not limited to:

- Event planning and conceptualization
- Venue setup and decoration
- Program coordination and stage management
- Supplier coordination (catering, sound, lights, logistics, etc.)
- Event-day execution and supervision

Other agreed services as specified in the Event Proposal

### **2. Responsibilities of the Service Provider**

The Service Provider shall:

- Provide qualified staff and coordinators for the event.
- Ensure timely setup, execution, and management of the event.
- Maintain communication with suppliers and vendors.
- Coordinate and resolve issues arising during the event.
- Deliver services with professionalism and due diligence.

### **3. Responsibilities of the Client**

The Client shall:

- Provide accurate event details and requirements.
- Pay all fees and charges on the agreed schedule.
- Secure necessary permits and licenses (if applicable).
- Cooperate with the Service Provider by providing timely information.
- Ensure compliance with venue rules and regulations.

#### 4. Payment Terms

- The Client agrees to pay the Service Provider the total contract amount of **₱4,417,565**.
- A 50% down payment is required upon signing of this Agreement to secure booking.
- The remaining 50% balance is due seven (7) days before the event date.
- Payments are non-refundable but may be transferable subject to rescheduling and availability.

#### 5. Cancellation

- If the Event Manager cancels services for any reason other than acts of God, the CLIENT shall receive a refund of all prepaid fees less any actual costs already incurred.
- If the CLIENT cancels the event, the following payment schedule will apply:
  - Cancellation more than 35 days prior: 25% of professional fee + 50% of direct expenses.
  - Cancellation more than 25 days prior: 50% of professional fee + 50% of direct expenses.
  - Cancellation more than 15 days prior: 75% of professional fee + 100% of direct expenses.
  - Cancellation more than 7 days prior: 100% of professional fee + 100% of direct expenses.

#### 6. Liability

- The Service Provider shall not be liable for damages, delays, or non-performance caused by factors beyond its control, including but not limited to accidents, weather disturbances, supplier negligence, or force majeure.
- The Client shall be responsible for the conduct of their guests and attendees during the event.

#### 7. Confidentiality

Both parties agree to maintain confidentiality regarding proprietary information, event details, and any sensitive agreements related to the event.



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## 8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Republic of the Philippines.

## 9. Force Majeure

The agreement shall be automatically canceled if the event is interrupted due to Acts of God, including but not limited to typhoons, floods, earthquakes, and other calamities. Neither party shall be held liable for failure to perform under these circumstances.

## 10. Acceptance

By signing this Agreement, both parties acknowledge that they have read, understood, and agreed to the terms and conditions stated herein.

Signed on this 21 day of April, 2025 at Legazpi City, Albay.

### S.G STELLAR EVENTS

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Designation: \_\_\_\_\_

### CLIENT

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_



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## SPONSOR CONTRACT

This Sponsorship Agreement is made and entered into on this *August 25, 2025*, by and between:

*Organizer:* **S.G. STELLAR EVENTS**

*Address:* Legazpi City, Albay

*Contact Person:* SOPHIA ANDREA GOYENA

*Email:* s.g.stellarevents@gmail.com

*Phone:* 09948298395

**and**

*Sponsor's Company Name:*

*Address:*

*Contact Person:*

*Email:*

*Event:* **Grand Mass Wedding**

*Date:* December 26, 2025

*Location:* Sorsogon City Convention Center / Sorsogon Sports Arena

## 1. Sponsorship Level and Benefits

The Sponsor agrees to provide the following support and, in return, will receive the corresponding benefits:

### **Platinum Sponsor (₱200,000+)**

- Premier logo placement on all event materials and stage backdrop
- Speaking opportunity during the program
- Full-page advertisement in the souvenir program
- Complimentary promotional booth at the venue
- Recognition in all press releases, media, and social channels
- VIP seating for representatives
- Acknowledgment during the program

### **Gold Sponsor (₱100,000 – ₱199,999)**

- Prominent logo placement on event materials
- Half-page advertisement in the souvenir program
- Complimentary promotional booth at the venue
- Recognition in all press releases and social channels
- VIP seating for representatives
- Acknowledgment during the program

### **Silver Sponsor (₱50,000 – ₱99,999)**

- Logo placement on event materials
- Quarter-page advertisement in the souvenir program
- Recognition in social media posts and event acknowledgments
- Complimentary event tickets

### **Bronze Sponsor (₱20,000 – ₱49,999)**

- Logo placement on selected event materials
- Recognition in social media posts
- Complimentary event tickets

## Custom Sponsorship

Custom Sponsorship at the Grand Mass Wedding allows sponsors to provide non-monetary support such as catering, printing, accommodations, transportation, or event services.

- Logo placement on event materials
- Recognition in the souvenir program and social media
- Event tickets
- On-site acknowledgment

## 2. Payment Terms

- The Sponsor agrees to pay the Sponsorship Amount in full by October 29, 2025.
- Payments should be made to S.G. Stellar Events via cash or bank transfer.

## 3. Sponsor Obligations

- Provide all necessary sponsorship materials (e.g., logos, advertisements, promotional items) by October 29, 2025.
- Promote the event through the Sponsor's own marketing channels.

## 4. Organizer Obligations

- Ensure the Sponsor receives the agreed-upon benefits.
- Provide regular updates and post-event reports to the Sponsor.

## 5. Termination

- Either party may terminate this Agreement with written notice if the other party breaches any material term and fails to cure such breach within 14 days of notice.
- In the event of termination, refunds shall be given on a pro-rata basis, depending on benefits already received.

## 6. Indemnification

The Sponsor agrees to indemnify and hold harmless the Organizer from any claims, damages, or liabilities arising from the Sponsor's participation in the event.



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## 7. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Republic of the Philippines.

## 8. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions, agreements, or understandings, whether written or oral.

Organizer:

**SOPHIA ANDREA GOYENA**

S.G. Stellar Events

Date: September 25, 2025

Sponsor:

**Name of the Sponsor:**

**Position of the Sponsor:**

**Date:**



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## SUPPLIER CONTRACT

This Supplier Contract is made and entered into on this [Date of Signing], by and between:

*Organizer:* **S.G. STELLAR EVENTS**

*Address:* Legazpi City, Albay

*Contact Person:* SOPHIA ANDREA GOYENA

*Email:* s.g.stellarevents@gmail.com

*Phone:* 09948298395

and

*Supplier:*

*Address:*

*Contact Person:*

*Email:*

*Event:* **Grand Mass Wedding**

*Date:* December 26, 2025

*Location:* Sorsogon City Convention Center / Sorsogon Sports Arena

### **1. Scope of Services**

The Supplier agrees to provide the following goods and/or services for the Grand Mass Wedding scheduled on December 26, 2025 at Sorsogon City Convention Center / Sorsogon Sports Arena of the following:



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catering for 500 couples, 1,000 meals, accommodations, event décor, sound system, lighting, rings, souvenirs, etc.

## 2. Term of Agreement

This Agreement shall commence on September 20, 2025 and shall remain in effect until the completion of the event on December 26, 2025, unless earlier terminated as provided herein.

## 3. Payment Terms

The total contract amount for the Suppliers services is ₱300,000.

## 4. Supplier Obligations

The Supplier agrees to:

- Deliver goods/services on or before the agreed timeline.
- Ensure all items are of good quality and meet the Organizers specifications.
- Provide necessary staff, equipment, and logistical support as required.
- Comply with safety, sanitation, and venue regulations.

## 5. Organizer Obligations

The Organizer agrees to:

- Provide access to the venue for setup and delivery.
- Coordinate schedules and requirements with the Supplier.
- Pay the Supplier as per the agreed terms.

## 6. Cancellation Policy

If the Organizer cancels more than 30 days prior to the event: Supplier retains 25% of the deposit.

If canceled 15–30 days before the event: Supplier retains 50% of the deposit.

If canceled within 14 days before the event: No refund of deposit; Supplier entitled to recover documented direct costs. If the Supplier cancels, all payments made by the Organizer must be refunded in full.



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## 7. Force Majeure

Neither party shall be held liable for failure to perform obligations due to unforeseen events beyond their control, including but not limited to natural disasters, strikes, or government restrictions.

## 8. Indemnification

The Supplier agrees to indemnify and hold harmless the Organizer from any claims, losses, or damages caused by negligence, defective products, or failure to deliver services.

## 9. Governing Law

This Agreement shall be governed and construed in accordance with the laws of the Republic of the Philippines.

## 10. Entire Agreement

This Agreement represents the entire understanding between the parties and supersedes any prior agreements, whether written or oral.

Payment Schedule:

Schedule	Payment
Upon Signing	50% deposit
Upon Delivery of Goods/Services	30%
Event Completion	20%

Organizer:

**SOPHIA ANDREA GOYENA**

S.G. Stellar Events

Date: August 25, 2025

Sponsor:

Name of the Supplier:

Position of the Supplier:

Date:

## THANK YOU LETTER

July 30, 2025

**MR. POLIE MIRANDILLA**

City Tourism Officer

City Tourism Culture and Arts Office

Sorsogon City

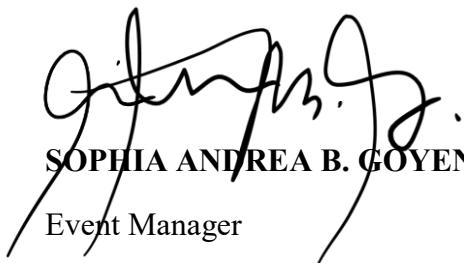
Dear Mr. Mirandilla,

On behalf of S.G. Stellar Events, I would like to extend our heartfelt gratitude for entrusting us with the planning and execution of your special occasion. It was truly an honor to be part of such a meaningful celebration, and we are delighted to have had the opportunity to serve you.

Your confidence in our team means so much, and we are committed to ensuring that every detail reflected the joy and significance of this milestone in your life. We sincerely hope that the event created lasting memories for you, your loved ones, and all your guests.

Please know that your satisfaction is our top priority, and we welcome any feedback that can help us improve our services further. We look forward to the possibility of working with you again on future events and continuing to create extraordinary experiences together. Once again, thank you for choosing S.G. Stellar Events. We wish you nothing but happiness and success in all your endeavors.

Warm regards,



**SOPHIA ANDREA B. GOYENA**  
Event Manager

## CONCLUSION

The S.G. Stellar Events and Services Mass Wedding on December 26, 2025, successfully celebrated the union of 500 couples at the Sorsogon City Convention Center. The event highlighted the power of collaboration and community in creating a meaningful and beautiful ceremony. Key efforts centered on seamless logistical coordination, integration of personalized touches for each couple, and the dignified execution of a large-scale event. The occasion fostered a sense of shared joy and demonstrated the region's ability to host monumental life events, paving the way for future initiatives that prioritize community, tradition, and personal milestones in a celebratory setting.

The Mass Wedding was quite remarkable, attracting not only the couples and their families but also key stakeholders from various sectors, including local government officials and business partners. It enabled effective cross-sectoral collaboration between event coordinators and service providers such as food caterers, transportation, and venue management. As the focus of the event was to provide a memorable and accessible wedding for all participants, it served as a medium to share ideas and define best practices for large-scale social events. The successful execution of the ceremony should guide future initiatives for similar community-focused projects.

In addition, the event stressed the warmth and hospitality of the region, showcasing its ability to welcome a large number of participants and their guests. The attendees became more conscious of the region's capacity to host and manage grand-scale events, proving to be a useful networking opportunity that surely should lead to business deals and joint ventures for S.G. Stellar Events and Services and its partners.



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## REGISTRATION FORM

### MASS WEDDING REGISTRATION FORM

Date of Event: \_\_\_\_\_

Venue: \_\_\_\_\_

#### Personal Information

Groom:

• Full Name: \_\_\_\_\_

• Date of Birth: \_\_\_\_\_

• Address: \_\_\_\_\_

• Contact Number: \_\_\_\_\_

• Email Address: \_\_\_\_\_

Bride:

• Full Name: \_\_\_\_\_

• Date of Birth: \_\_\_\_\_

• Address: \_\_\_\_\_

• Contact Number: \_\_\_\_\_

• Email Address: \_\_\_\_\_

### Marriage Details

- Civil Status Before Marriage (Single, Widowed, Divorced): \_\_\_\_\_
- Nationality: Groom: \_\_\_\_\_ / Bride: \_\_\_\_\_
- Religion: Groom: \_\_\_\_\_ / Bride: \_\_\_\_\_
- Preferred Name on Marriage Certificate: Groom: \_\_\_\_\_ / Bride: \_\_\_\_\_

### Emergency Contact

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_

### Requirements Submitted (Please check)

- Birth Certificate (NSO/PSA)
- Certificate of No Marriage (CENOMAR)
- Valid IDs
- Marriage Counseling Certificate (if applicable)



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### Declaration

We hereby declare that the information provided above is true and correct to the best of our knowledge. We also agree to comply with the rules and requirements set by the organizers of the mass wedding.

**Groom's Signature:** \_\_\_\_\_

**Bride's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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## ORDER FORM

*Company/Store Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Order Number:* \_\_\_\_\_

### **Customer Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Order Details**

Item No.	Product/Service Description	Quantity	Unit Price	Total Price
1				
2				
3				
4				
5				

Subtotal: \_\_\_\_\_

Tax (if applicable): \_\_\_\_\_

Total Amount Due: \_\_\_\_\_



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### Payment Method

- Cash
- Bank Transfer
- GCash / PayMaya / Others: \_\_\_\_\_

### Customer Signature

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_