

# 2022 Package Guide



*Forever Planning*, founded in 2016, is your one-stop shop for all things planning and coordinating related. This business will do their best to ensure that your stress is at a minimum, while your happiness is at a maximum, for your planning and wedding process.

Allyssa Newman, owner and founder of *Forever Planning*, has been planning and coordinating events for over 7 years. A graduate of Oregon State University with a degree in business management and hospitality, she has been helping her friends plan events since she was young, and turned her passion and experience into a successful business that serves the entire Oregon area. Whether weddings or vow renewals, birthdays or cultural events, or corporate parties or luncheons, Allyssa and her team will ensure that your event is memorable and successful.

If you're in the market for a full-on wedding planner, a guide to answer your questions, or anything in between, *Forever Planning* is the way to go!



## *Micro Wedding—Day of Coordinating*

\$500

The term “micro-wedding” seems a little strange, but that’s the best descriptor there is—a wedding on a small scale, with all the love and excitement as one 10 times the size. If your looking for help with your intimate ceremony, look no further!

*To qualify as a micro or intimate wedding you must meet the following requirements:*

- *Limited guest list (30 or less)*
- *Maximum budget of \$5,000*

### *Pre-wedding*

- Initial complimentary consultation
- Initial venue walk through by request
- Up to 3 in person planning meetings—does not include rehearsal
- Unlimited calls, emails and communications
- Assist with wedding day timeline and ceremony details
- Rehearsal direction

### *Wedding Day*

- Assist with set up of venue, including personalized items and decorations
- Greet vendors upon arrival and direct as needed for preparation
- Couple and wedding party assistance as needed in preparation for the ceremony
- Direct the wedding ceremony—guiding guests to seats, prompting DJ, prompting wedding party for processional
- Direct the wedding reception—prompting DJ for announcements, communicating with caterer for dinner service, coordinating timeline events
- Distribute vendor payments including "day of" payments and/or tips
- Assistance with clean up and break down of venue





## *Day of Coordinating*

\$800

We've all heard the story of "everything that can go wrong, does go wrong" from other weddings. Well, not with me on your side! This package is perfect for the couples that want everything to go off without a hitch, and not having to stress about it themselves. When choosing this option, you can be assured that your perfect day is in safe hands.

### *Pre-wedding*

- Initial complimentary consultation
- Initial venue walk through by request
- Up to 3 in person planning meetings—does not include rehearsal
- Unlimited calls, emails and communications
- Assist with wedding day timeline and ceremony details
- Rehearsal direction

### *Wedding Day*

- Direct/assist with set up of venue, including personalized items and decorations
- Greet vendors upon arrival and direct as needed for preparation
- Bride, groom and wedding party assistance as needed in preparation for the ceremony
- Direct the wedding ceremony—guiding guests to seats, prompting DJ, prompting wedding party
- Direct the wedding reception—prompting DJ for announcements, communicating with caterer for dinner service, coordinating timeline events
- Distribute vendor payments including "day of" payments and/or tips
- Direct/assist with clean up and break down of venue

## *Partial Planning*

\$1,200

While you may have the time and the drive to get everything done for your wedding, sometimes it takes more than one person to do it all. This package is for those couples that need that extra bit of help, whether it's assisting with decorations, helping you choose bridesmaid dresses, or deciding if your Aunt Barb really needs to be at the wedding. Whatever you need, I can help you do it!

### *Pre-wedding*

- Initial complimentary consultation
- Initial venue walk through
- Up to 5 in person planning meetings—does not include rehearsal
- Unlimited calls, emails and communications
- Verify vendor contracts at least one month prior to wedding
- Preparation of day-of timeline, seating chart and dinner menu
- Assistance with ceremony and reception details, up to and including vendor specific requests
- Rehearsal direction

### *Wedding Day*

- Direct/manage the set up of venue, including personalized items and decorations
- Greet vendors upon arrival and direct as needed for preparation
- Bride, groom and wedding party assistance as needed in preparation for the ceremony
- Direct the wedding ceremony—guiding guests to seats, prompting DJ, prompting wedding party
- Direct the wedding reception—prompting DJ for announcements, communicating with caterer for dinner service, coordinating timeline events
- Distribute vendor payments including "day of" payments and/or tips
- Direct/assist with clean up and break down of venue
- Delivery of rentals, décor, or other items upon request



## *Full Planning*

\$1,800

No time to plan? No worries! This package is best suited for couples who don't have the time to follow-up on all the detail that a wedding has - and there are A LOT. Why stress about these things when you can have me do them for you, taking a fraction of the time and getting much better results. With this package, all you need to worry about is being at the ceremony!

### *Pre-wedding:*

- Initial complimentary consultation
- Initial venue walk through
- Up to 10 in person planning meetings—does not include rehearsal
- Assistance with vendor selection, including recommendations and potential discounts from preferred vendor list
- Liaison between client and vendors
- Vendor management (negotiating and evaluating contracts, providing itineraries, ensuring all deadlines are kept)
- Maintain payment schedule for vendors and provide reminders when payments are due, upon request
- Assist in completing customized budget
- Preparation of wedding day timeline
- Liaison between bride and groom and the bridal party as needed
- Advice on matters of etiquette and tradition
- Develop your visions for overall wedding theme and atmosphere
- Assistance with décor choices and personalized items
- Coordination of accommodations for out-of-town guests upon request
- Arrangement of transportation for wedding party
- Assistance in selection of reception menu
- Seating chart for the wedding/reception





### *Full Planning (Cont.)*

#### *Rehearsal*

- Assist with rehearsal invitations and planning
- Consultation for rehearsal dinner (provide a list of sites, catering, etc.)
- Oversee communications with caterer/deliveries for rehearsal
- Direct rehearsal

#### *Wedding Day:*

- Early on-site arrival, with venue walkthrough and design preparation
- Direct/manage the set up of venue, including personalized items and decorations
- Greet vendors upon arrival and direct as needed for preparation
- Bride, groom and wedding party assistance as needed in preparation for the ceremony
- Direct the wedding ceremony—guiding guests to seats, prompting DJ, prompting wedding party
- Direct the wedding reception—prompting DJ for announcements, communicating with caterer for dinner service, coordinating timeline events
- Distribute vendor payments including "day of" payments and/or tips
- Direct/manage clean up and break down of venue
- Delivery of rentals, décor, or other items upon request

## *Deluxe Planning*

\$2,500

The package is the best, most exclusive option in my portfolio, where I take care of all aspects of planning from A to Z. Outside of minimal consultations and communications, I will manage each step of the planning process on your behalf, and allow you the chance to live your bliss and enjoy your engagement!

### *Pre-wedding:*

- Initial complimentary consultation
- Unlimited in person planning meetings—does not include rehearsal
- Assistance with vendor selection and booking process, including vetting and direct consultation
- Liaison between client and vendors for communication and decision making
- Vendor management (negotiating and evaluating contracts, providing itineraries, ensuring all deadlines are kept)
- Assistance with venue selection and booking process, including vetting and direct consultation
- Maintain payment schedule for vendors and provide reminders when payments are due, if requested
- Assist in completing customized budget
- Budget management (tracking payments, balance sheet, etc.)
- Invitation consultation and design
- Preparation of wedding day timeline
- Liaison between couple and the wedding party as needed
- Advice on matters of etiquette and tradition
- Develop your visions for overall wedding theme and atmosphere.
- Work within your budget to envision and plan all decor for your event to include rehearsals, ceremony and reception
- Coordination of accommodations for out-of-town guests
- Arrangement of transportation for wedding party
- Assistance in selection of reception menu, including tastings and menu comparison
- Seating chart for the wedding/reception
- Consultation for rehearsal dinner (provide a list of sites, catering, etc.)
- Guidance on newspaper engagement and wedding announcements policies



## *Deluxe Planning (Cont.)*

### *Rehearsal*

- Assist with rehearsal invitations and planning
- Consultation for rehearsal dinner (provide a list of sites, catering, etc.)
- Oversee communications with caterer/deliveries for rehearsal
- Provide rehearsal, wedding and ceremony timeline to wedding party and affected parties
- Direct rehearsal

### *Wedding Day:*

- Early on-site arrival, with venue walkthrough and design preparation
- Direct/manage the set up of venue, including personalized items and deco-

rations

- Greet vendors upon arrival and direct as needed for preparation
- Manage communication between couple and vendors throughout the day
- Couple and wedding party assistance as needed in preparation for the ceremony
- Direct the wedding ceremony—guiding guests to seats, prompting DJ, prompting wedding party
- Direct the wedding reception—prompting DJ for announcements, communicating with caterer for dinner service, coordinating timeline events
- Distribute vendor payments including "day of" payments and/or tips
- Direct/manage clean up and break down of venue
- Arrange delivery of rentals, décor, or other items



## Common Questions

### Q: What is your payment schedule like?

*A:* The down payment of 40% on the balance is due no later than 2 weeks (14 days) after our contract is signed. The remaining balance on the account is due no later than 30 days prior to the ceremony. I also offer payment plans upon request—just ask!

### Q: What if I want to add additional services to my package?

*A:* Then let me know! Each service also has an individual price, which can be added to your package as requested. However, I do not remove that same amount from a package if you don't want the service.

### Q: What is your communication like?

*A:* I do most of my basic communications via email, with some calls depending on the circumstances. I like to make sure that I have time for all of my clients, so I try to schedule out meetings so that I can give you my undivided attention.



### Q: How many weddings/events do you book a year?

*A:* I try to book no more than 1 event per weekend, and 1 event per week. This allows me to prepare for each event, and make sure that all of my clients have their needs taken care of. I book my events on a first come, first serve basis, so make sure to reach out soon!

### Q: Do you travel? How far?

*A:* I typically stay within Oregon and SW Washington, and charge a \$50 travel fee for every additional 50 miles outside of Salem. If a client is wanting me to assist them with a destination wedding, I charge the additional price of travel fees (tickets, etc.) and room and board.

### Q: Are you comfortable working with different cultures/languages?

*A:* Yes! Everybody comes from somewhere, and I am more than willing to work with you, your family and friends, and your other vendors, no matter their language or culture. While I only speak English, I am willing to work within language limitations to meet your needs.

