



# *Over The Rainbow Weddings*

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<http://overtherainboworlandoweddings.com/>

## *Wedding Service Proposal*



**STRESS-FREE WEDDING PLANNING IS POSSIBLE**

**WHAT'S THE SECRET TO A WEDDING WHERE PEOPLE GET HITCHED WITHOUT A HITCH? HIRING A CERTIFIED WEDDING PLANNER, OF COURSE. CONTACT OVER THE RAINBOW WEDDINGS TODAY TO LEARN MORE ABOUT WHAT WE OFFER, OUR RATES, AND MORE. ALSO, CONTINUE READING TO DISCOVER WHY YOU JUST SHOULDN'T TIE THE KNOT WITHOUT GETTING A PROFESSIONAL TO HANDLE THINGS.**





# Thank You

SINCE OUR FOUNDING IN 2014, OVER THE RAINBOW WEDDINGS HAS MAINTAINED A MISSION TO ASSIST CLIENTS IN PLANNING A DAY THAT IS STRESS-FREE AND TRULY MEMORABLE. WE ARE LOCATED IN ORLANDO BUT HAVE PLANNED EVENTS FROM TAMPA TO MIAMI AND MANY AREAS IN BETWEEN. WHAT SETS US APART FROM OTHER WEDDING CONSULTANTS IS OUR COMMITMENT TO NOT ONLY EACH CLIENT, BUT ALSO TO EACH VENDOR. AS A CERTIFIED WEDDING PLANNING COMPANY WE WILL GIVE YOU THE SPECIAL ATTENTION THAT YOU DESERVE. THE CONSULTANTS AT OVER THE RAINBOW WEDDINGS WILL ENSURE THAT ALL PARTIES ARE WORKING IN HARMONY TO CREATE A ONCE IN A LIFETIME, SEAMLESS EXPERIENCE FOR EACH COUPLE. OVER THE RAINBOW WEDDINGS WILL CUSTOMIZE YOUR ORGANIZATIONAL NEEDS FROM ASSISTANCE ON THE DAY OF THE WEDDING TO EACH AND EVERY PLANNING DETAIL OR ANYTHING THAT FALLS IN BETWEEN. OUR DEDICATED CONSULTANTS WILL ENSURE THAT ATTENTION IS PAID TO EVEN THE SMALLEST DETAIL. OVER THE RAINBOW WEDDINGS IS COMMITTED TO COMPLETING YOUR VISION AND MAKING EACH COUPLE'S DAY ALL ABOUT THE COUPLE. IT WILL BE OUR SINCERE PLEASURE TO ASSIST YOU WITH YOUR SPECIAL DAY. PLEASE FEEL FREE TO CONTACT US FOR A QUOTE THAT ENCOMPASS YOUR NEEDS. WE CAN ASSIST YOU IN CREATING THE WEDDING OF YOUR DREAMS. FROM SIMPLICITY TO PURE ELEGANCE, YOU CAN HAVE IT ALL!

## ABOUT THE COMPANY

OVER THE RAINBOW WEDDINGS. IS A CERTIFIED FULL-TIME WEDDING & EVENT PLANNING/COORDINATION BUSINESS, PROVIDING WEDDING SERVICES FOR COUPLES THROUGHOUT CENTRAL FLORIDA. WE HAVE A STRONG PASSION FOR PROVIDING PERSONAL WEDDING AND EVENT EXPERIENCES THAT WILL BE UNFORGETTABLE WHETHER YOU'RE PLANNING A SIMPLE INTIMATE BACKYARD WEDDING WITH ALL YOUR FRIENDS AND FAMILY OR A LARGER THAN LIFE WEDDING OF 300 GUESTS, OVER THE RAINBOW WEDDINGS HAS MEASURABLE EXPERIENCE IN THE WEDDING & EVENT MANAGEMENT INDUSTRY, MEANING WE'RE A SMART CHOICE FOR YOUR BIG DAY!



## ABOUT YOUR PLANNER

*Thank you for taking the time to get to know a little bit more about your planner. I have always had a passion for planning weddings and special events, and I am eager to help you create the most special day of your life. You're wedding!*

*I didn't start my career in event planning. I have a musical theatre background and found myself with a*

*deep love for the arts. Somehow, I found myself in the role of stage manager, which trained me to be organized and to manage my time. I guess you could say that this wonderful opportunity fell into my lap. I began to plan small events for a theatre company, and realized that event planning is my true love.*

*As a certified wedding planner I enjoy making memorable moments for couples. I like to get to know the couples I work with on a personal level and really get a feel of who they are. I help them come up with a design that really speaks to them. I even go as far as taking my work home with me. What do I mean? Each design that I create literally comes home with me. I put it on my table at home to really get the whole feel of the design. I want to make sure I get every detail right before you go down that aisle. Each couple gets all of my attention down to the last detail, and I make sure that it will be just right. As a certified wedding planner through the The Bridal Society, which is nationally known across the world; it is my honor to give each couple superior customer service.*

*Gerald Wagner-Young*

# Wedding & Event Coordination Services

Over The Rainbow Weddings has provided high-quality wedding planning services for 4 years. We carefully listen to our customer's wishes, understand their vision and do everything we can to exceed our customers expectations. No matter how big or small the wedding will be, we go above and beyond to make the planning process enjoyable and our customers' wedding day as unique and memorable as they are.

Although event management is an ever-changing industry, we've made it our specialty. That's why we're a great choice for event-related assistance, whether your guest list only includes people from your hometown or from elsewhere in the country, too. Our talented team stays on top of client concerns, event trends, and other information of interest. Therefore, they remain valuable resources whether you're planning a party for two-dozen people or hundreds of attendees.

Over The Rainbow Weddings can create a fun, unique, and customized wedding or special event that represents you and keeps you on your budget. I can help you with as much or as little as you need to make your event unforgettable! Over The Rainbow Weddings is a full-time event planning/coordination business, and I am eager to devote my time and energy to ensure that your event is successful!

A wedding planner is a professional who assists with the design, planning and management of a client's wedding. Weddings are significant events in people's lives and as such, couples are often willing to spend considerable amount of money to ensure that their weddings are well-organized. Wedding planners are often used by couples who work long hours and have little spare time available for sourcing and managing wedding venues and wedding suppliers.



# Day Of Coordination

**HAVE YOU COMPLETED THE PLANNING PROCESS? THIS OPTION INCLUDES THE BASIC SETUP & VENDOR FACILITATION OF A WEDDING OR EVENT. THIS IS AN EASY WAY TO MAKE YOUR SPECIAL DAY FIT THE PERFECT BUDGET FOR YOU. I WILL MAKE SURE EVERYTHING RUNS SMOOTHLY WITHOUT BREAKING THE BANK.**



- Complimentary Initial Consultation
- One-month prior consultation before wedding
- Ceremony Rehearsal
- Timeline creation & execution
- Vendor contract review & Confirmation
- Vendor "day-of" facilitation
- Oversee decor & setup
- Setup (1 hour before)

*Bronze Package*



# Day Of Coordination

## PRE-WEDDING DAY

- Two (2) Client/Planner meetings
- Unlimited contact via email
- Monthly e-mail "check-ins" to ensure the planning is running smoothly and on track
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- Detailed timeline will be sent one week prior to your wedding day to all vendors for review
- Confirmation of all wedding vendors
- Etiquette advisement, as requested
- Assistance with wording of all stationary

## WEDDING REHEARSAL

- Coordinate ceremony rehearsal (1 hour)
- Distribute extremely detailed wedding day itinerary to wedding party, family, and attendants
- Collect/Coordinate final payments for specific vendors
- Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, escort cards, chargers, etc. (prior to wedding or day of rehearsal)

## WEDDING DAY

- One assistant coordinator
- Manage the flow and timing of the ceremony and reception (until cake cutting)
- Act as a liaison between wedding party, family members, and vendors
- Use of extensive Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations or emergencies

## CEREMONY (2 HOURS)

- Distribute bouquets and pin flowers on attendants & family members
- Direct photographer, videographer, musicians, rentals, florist, etc of where to set up
- Oversee set-up of the ceremony to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Set up all ceremony décor not handled by a specific vendor (i.e. guest signing item, unity candles, programs, pictures, etc.)
- Direct Ushers with programs and seating distribution
- Line up and cue wedding party/musicians for ceremony
- Give marriage license to officiant & wedding rings are present
- Collect all personal wedding items and gifts and deliver to reception site or designated person

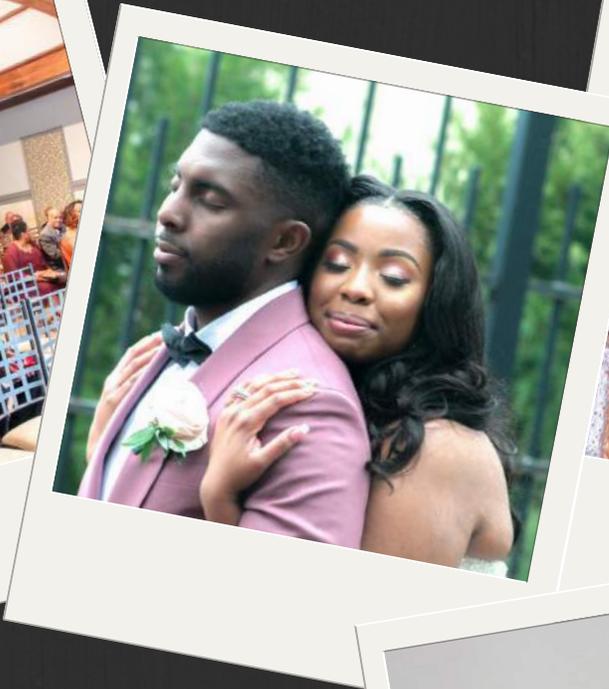
## COCKTAIL HOUR & RECEPTION (6 HOURS - SET UP THROUGH CAKE CUTTING)

- Set up all reception décor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort cards, gifts, charger plates, etc)
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Bustle wedding gown
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- Cue Bride and Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly

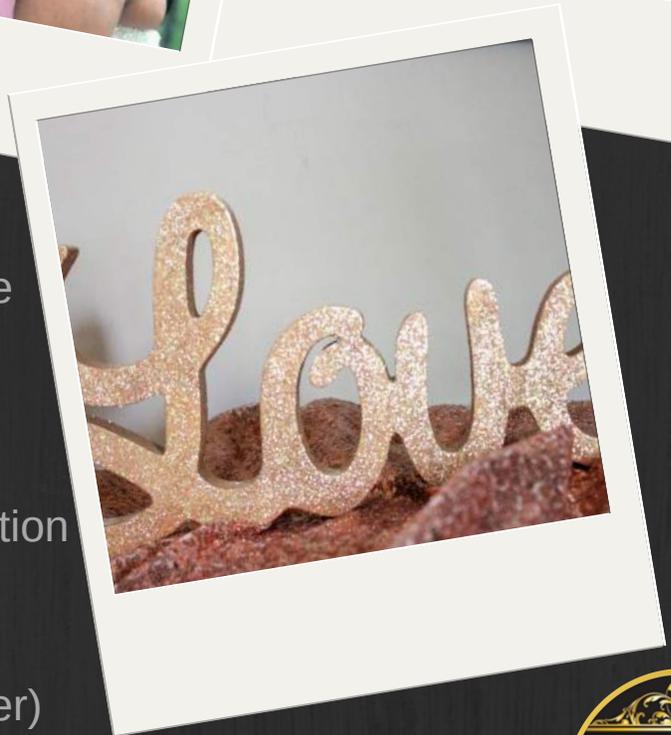


# Minimal Planning + Coordination

**HAVE YOU COMPLETED YOUR PLANNING PROCESS? THIS OPTION IS A MONTH OUT COORDINATION. I WILL FACILITATE YOUR WEDDING AND MAKE SURE EVERYTHING RUNS SMOOTHLY. THEN YOU HAVE NOTHING TO DO BUT ENJOY YOUR DAY. WE WILL CONTACT AND COORDINATE WITH ALL THE VENDORS YOU HAVE CHOSEN. THIS WILL PROVIDE YOU WITH THE TIME YOU NEED TO BE WORRY FREE AND ENJOY YOUR SPECIAL DAY.**



- Complimentary Initial Consultation
- One-Month Prior Consultation Before Wedding
- Ceremony Rehearsal
- Timeline Creation & Execution
- Vendor Contract Review & Confirmation
- Vendor "Day-Of" Facilitation
- Oversee Decor & Setup
- Setup & Cleanup (1 Hour Before/After)



*Diamond Package*



# Minimal Planning + Coordination

## PRE-WEDDING DAY

- Four (4) Client/Planner meetings
- Five (5) Vendor meetings for the wedding planner to attend in the categories of your choice: DJ; Florist; Caterer; etc...Two (2) Client/Planner meetings
- Unlimited contact via email
- Monthly e-mail "check-ins" to ensure the planning is running smoothly and on track
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- Detailed timeline will be sent one week prior to your wedding day to all vendors for review
- Confirmation of all wedding vendors
- Etiquette advisement, as requested
- Assistance with wording of all stationary
- Review current budget, and help make any necessary changes, adjustments, or cost cutting suggestions
- Event design, theme and décor assistance

## WEDDING REHEARSAL

- Coordinate ceremony rehearsal (1 hour)
- Distribute extremely detailed wedding day itinerary to wedding party, family, and attendants
- Collect/Coordinate final payments for specific vendors
- Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, escort cards, chargers, etc. (prior to wedding or day of rehearsal)

## WEDDING DAY

- One assistant coordinator
- Manage the flow and timing of the ceremony and reception (until cake cutting)
- Act as a liaison between wedding party, family members, and vendors
- Use of extensive Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations or emergencies

## CEREMONY (2 HOURS)

- Distribute bouquets and pin flowers on attendants & family members
- Direct photographer, videographer, musicians, rentals, florist, etc of where to set up
- Oversee set-up of the ceremony to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Set up all ceremony décor not handled by a specific vendor (i.e. guest signing item, unity candles, programs, pictures, etc.)
- Direct Ushers with programs and seating distribution
- Line up and cue wedding party/musicians for ceremony
- Give marriage license to officiant & wedding rings are present
- Collect all personal wedding items and gifts and deliver to reception site or designated person

## COCKTAIL HOUR & RECEPTION (6 HOURS - SET UP THROUGH CAKE CUTTING)

- Set up all reception décor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort cards, gifts, charger plates, etc)
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Bustle wedding gown
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- Cue Bride and Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly



# Moderate Planning + Coordination

HAVE YOU STARTED THE PLANNING PROCESS AND DON'T HAVE A CLUE WHERE TO GO FROM HERE? THIS IS WHERE I COME IN AND SAVE THE DAY! I WILL PICK UP WHERE YOU LEFT OFF AND COMPLETE THE PLANNING PROCESS TO ENSURE YOU HAVE A STRESS-FREE EVENT.



- Partial Vendor Selection (Up To 3)
- Complimentary Consultation
- Unlimited Calls/Emails Throughout the Wedding Process
- Creation of A Theme & Concept
- Budget Preparation
- Vendor Contract Execution
- Timeline Creation & Execution
- Creation of Floor Plans & Diagrams
- Ceremony Rehearsal
- Oversee Decor & Set Up
- Vendor "Day-Of" Facilitation
- Setup & Cleanup (1 Hr. Before/After)



*Silver Package*



# Moderate Planning + Coordination

## PRE-WEDDING DAY

- Five (5) Client/Planner meetings
- Seven (7) Vendor meetings for the wedding planner to attend in the categories of your choice: DJ; Florist; Caterer; etc...Three (3) Client/Planner meetings
- Unlimited contact via email
- Monthly e-mail "check-ins" to ensure the planning is running smoothly and on track
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- Detailed timeline will be sent one week prior to your wedding day to all vendors for review
- Confirmation of all wedding vendors
- Etiquette advisement, as requested
- Assistance with wording of all stationary
- Review current budget, and help make any necessary changes, adjustments, or cost cutting suggestions
- Event design, theme and décor assistance
- Tracking RSVP
- Food and Beverage assistance

## WEDDING REHEARSAL

- Coordinate ceremony rehearsal (1 hour)
- Distribute extremely detailed wedding day itinerary to wedding party, family, and attendants
- Collect/Coordinate final payments for specific vendors
- Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, escort cards, chargers, etc. (prior to wedding or day of rehearsal)

## WEDDING DAY

- One assistant coordinator
- Manage the flow and timing of the ceremony and reception (until cake cutting)
- Act as a liaison between wedding party, family members, and vendors
- Use of extensive Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations or emergencies

## CEREMONY (2 HOURS)

- Distribute bouquets and pin flowers on attendants & family members
- Direct photographer, videographer, musicians, rentals, florist, etc of where to set up
- Oversee set-up of the ceremony to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Set up all ceremony décor not handled by a specific vendor (i.e. guest signing item, unity candles, programs, pictures, etc.)
- Direct Ushers with programs and seating distribution
- Line up and cue wedding party/musicians for ceremony
- Give marriage license to officiant & wedding rings are present
- Collect all personal wedding items and gifts and deliver to reception site or designated person

## COCKTAIL HOUR & RECEPTION (6 HOURS - SET UP THROUGH CAKE CUTTING)

- Set up all reception décor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort cards, gifts, charger plates, etc)
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Bustle wedding gown
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- Cue Bride and Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly

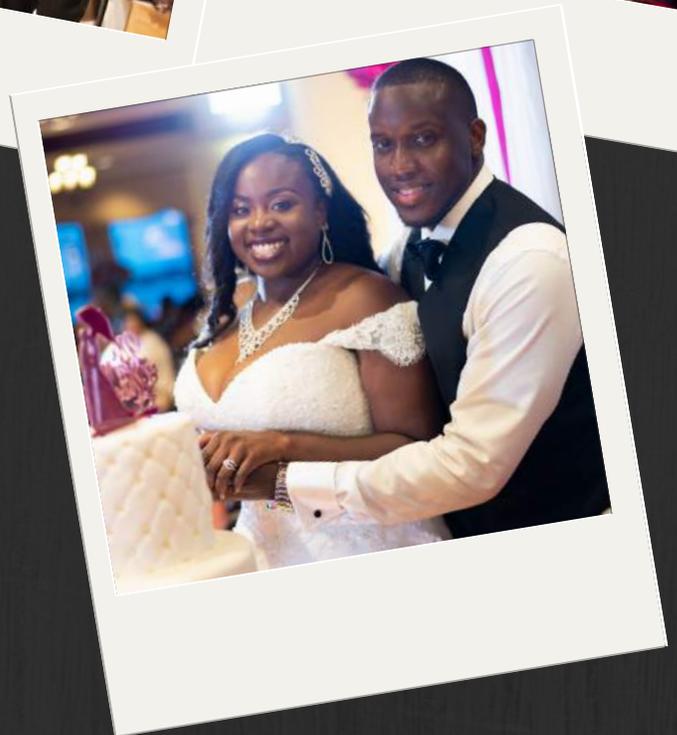


# Full Planning + Coordination

**THIS IS A FULL COMPLETE WEDDING FROM START TO FINISH. I TAKE THE TIME TO GET TO KNOW COUPLES TO CREATE A CONCEPT THAT BEST REPRESENTS THEM. I WILL GUIDE YOU EVERY STEP OF THE WAY THROUGH THE PLANNING PROCESS. I WORK WITH YOU TO HAND PICK EACH VENDOR TO MAKE YOUR BIG DAY JUST RIGHT. I WILL ALSO FACILITATE THAT SAME WEDDING SO YOU DON'T HAVE TO DEAL WITH THE MIDDLE MAN.**



- Complete Wedding from Start to Finish
- Complimentary Consultation
- Unlimited Calls/Emails Throughout the Wedding Process
- Creation of A Theme & Concept
- Budget Preparation
- Vendor Selection
- Vendor Contract Execution
- Timeline Creation & Execution
- Creation of Floor Plans & Diagrams
- Ceremony Rehearsal
- Oversee Decor & Set Up
- Vendor "Day-Of" Facilitation
- Setup & Cleanup (1 Hour Before/After)



## Gold Package



# Full Planning + Coordination

## PRE-WEDDING DAY

- Five (5) Client/Planner meetings
- Seven (7) Vendor meetings for the wedding planner to attend in the categories of your choice: DJ; Florist; Caterer; etc... Three (3) Client/Planner meetings
- Unlimited contact via email
- Monthly e-mail "check-ins" to ensure the planning is running smoothly and on track
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- Detailed timeline will be sent one week prior to your wedding day to all vendors for review
- Confirmation of all wedding vendors
- Etiquette advisement, as requested
- Assistance with wording of all stationary
- Review current budget, and help make any necessary changes, adjustments, or cost cutting suggestions
- Event design, theme and décor assistance
- Tracking RSVP
- Full event design, theme, and concept development - We will ensure your wedding design has a cohesive feeling from beginning to end.  
This includes, but is not limited to, invitations, floral design and décor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc. and Beverage assistance
- Assistance in arranging all transportation needs
- Favor assembly (not including cost of supplies)
- Assemble & deliver welcome baskets/gift bags (not including cost of supplies)
- Research activities and special events for out of town guests
- Rehearsal dinner location research, selection, and coordination
- Budget construction & analysis
- Budget management (tracking of all payments and due dates)
- Invitations assembly and mailing (postage not included)
- Venue research and selection
- Assistance in scheduling alterations with wedding planner attendance at all final fittings
- Negotiate special hotel rates and room blocks for out of town guests
- Assistance in arranging all transportation needs
- Favor assembly (not including cost of supplies)
- Assemble & deliver welcome baskets/gift bags (not including cost of supplies)
- Research activities and special events for out of town guests
- Rehearsal dinner location research, selection, and coordination

## WEDDING REHEARSAL

- Coordinate ceremony rehearsal (1 hour)
- Distribute extremely detailed wedding day itinerary to wedding party, family, and attendants
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## WEDDING DAY

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## CEREMONY (2 HOURS)

- Distribute bouquets and pin flowers on attendants & family members
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- Cue Bride and Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly



# Wedding Services



## **Complete Planning + Coordination**

Complete wedding from start to finish  
Ceremony Rehearsal  
Timeline creation & execution  
Floor Plan Creation  
Vendor selection  
Vendor Contract Execution  
Vendor "Day Of" Facilitation  
Theme Décor Set Up  
Set Up & Clean Up (up to 1 hr. after)  
\*\*\*Complimentary Wedding Care Package  
**\$4500.00**

## **Moderate Planning + Coordination**

Ceremony Rehearsal  
Timeline Creation & Execution  
Floor Plan Creation  
Partial Vendor Selection (up to 3)  
Vendor Contract Execution  
Vendor "Day Of" Facilitation  
Theme Décor Set Up  
Set Up & Clean Up (Up to 1 hr. after)  
**\$3,200.00**

## **Minimum Planning + Coordination (6-3 months out)**

Ceremony Rehearsal  
Timeline Creation & Execution  
Vendor Contract Review  
Vendor "Day Of" Facilitation  
Décor Set Up  
Set Up & Clean-Up (up to 1 hr. after)  
**\$2,000.00**

## **Day of Coordination (1 month out)**

Ceremony Rehearsal  
Timeline Creation & Execution  
Vendor Contract Review  
Vendor "Day Of" Facilitation  
Décor Set Up  
Set Up & Clean-Up (up to 1 hr. after)  
**\$1,500.00**



## Other Services We Provide

### **Complete Planning + Coordination**

DJ  
Photography  
Floral Design  
Custom Wedding Cake  
Catering  
Photo Booth  
Videography

