



## *Full Service Wedding Planning*

### **General Planning**

I love to take the time to interview and really get to know our clients. After booking, we will have a get-to-know-you phone call or meeting to learn more about both of you and to discuss all aspects of the wedding. This meeting is the foundation of the work we will do together.

Throughout the planning process, we will be available through phone and email during regular business hours to ensure all of your questions are answered. Normal business hours are 9am-7pm. You can expect a response from your planner within 48 hours during the workweek.

As a professional planner, I have many resources and recommendations for anything and everything you could possibly need for your wedding day. My clients always make the final choice for wedding details and vendors. You will sign contracts directly with each vendor you choose and pay the vendor directly.

### **Budget Projection**

Based on our get-to-know-you meeting and your ideal budget, we will project a detailed budget for the wedding day. After reviewing the projection together and reaching an agreement on the overall wedding budget estimate, we will use it as a guide during planning. We will keep track of vendor payments, send reminders when payments are due, and update the budget during the planning process.

### **Venue Selection**

I will recommend up to 10 venues that fit your style, location, and budget. I will help you narrow down options then schedule and attend up to five venue tours with you. During the tours, we will ask relevant questions about the venue and take detailed notes. After choosing your venue(s), we will work with the selected venue(s) to obtain the contract. We will review the contract to confirm correct date, time, agreed upon rules, and price, then forward the final contract to you for signature.

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During the planning process, I will work with your venue(s) to coordinate logistics and details related to the venue(s).

### **Catering**

If a catering company is needed, I will work with you to create a distinct menu that fits the overall style and atmosphere for the wedding. We will then procure quotes from 2-3 catering companies and review the quotes with you. I will schedule and attend up to two catering tastings with you. During the tastings, we will ask relevant questions about the catering service, give feedback on the food and presentation, and take detailed notes.

After choosing your catering company, we will work with the selected caterer to obtain the contract. We will review the contract to confirm correct date, time, menu, and price, then forward the final contract to you for signature.

During the planning process, we will work with the catering company to coordinate logistics and details related to the catering service.

### **Beverage and Bar**

If beverage catering is needed, we will work with you to create a bar service menu for the wedding day. We will procure quotes from 1-2 beverage service providers, bartending services, and/or beverage stores for you to review.

After choosing your beverage catering provider(s), we will work with the selected vendor(s) to obtain the contract. We will review the contract to confirm correct date, time, services, and pricing, then forward the final contract to you for signature.

During the planning process, we will work with the beverage vendor(s) to coordinate logistics and details related to their services.

### **Cake and Desserts**

I will recommend 2-3 cake designers, bakeries, or dessert companies for you to review. We will schedule and attend up to two cake or dessert tastings with you. During the consultations, we will ask relevant questions about the vendor's services, give feedback on the cake and dessert flavors, share ideas on the cake or dessert design, and take detailed notes.

After choosing your dessert professional(s), we will work with the selected vendor(s) to obtain the contract. We will review the contract to confirm correct

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date, time, services, design, and price, then forward the final contract to you for signature.

During the planning process, we will work with the dessert professionals to coordinate logistics and details related to their services.

**Photo and Video**

I will recommend 3-5 photo and video professionals who fit your style and budget. We will schedule and attend up to 4 consultation meetings. During the consultations, we will ask relevant questions about the vendor's services and take detailed notes. After choosing your photo and video professionals, we will work with the selected vendors to obtain the contracts. We will review the contracts to confirm correct date, time, services, and price, then forward the final contracts to you for signature.

During the planning process, we will work with your photo and video professionals to coordinate logistics and details related to their services.

**Music and Entertainment**

We will recommend ceremony, cocktail hour, and reception musicians based on your style, budget, and music taste. We will procure up to 6 quotes related to music. We will schedule and attend up to 3 consultations with music professionals. During the consultations, we will ask relevant questions about the vendor's services and take detailed notes.

After choosing your music professionals, we will work with the selected vendors to obtain the contracts. We will review the contracts to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the music professionals to coordinate logistics and details related to their services.

**Event Styling and Design**

We will work with you to create a shared Pinterest inspiration board to show the overall event style. We will share feedback and ideas on the color palette, decor, and wedding details. We will use the Pinterest board and our shared ideas throughout the planning process when choosing flowers, linens, rentals, decor, stationery, and cake design.

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**Floral**

I will recommend 2-3 floral designers who fit the wedding style and budget. We will schedule and attend up to two floral consultations with you. During the consultations, we will ask relevant questions about the vendor's services, give input on the floral design, and take detailed notes. After the consultation, we will review the floral proposals with you and share feedback and advice.

After choosing your floral professional, we will work with the selected florist to obtain the contract. We will review the contract to confirm correct date, time, services, designs, and price, then forward the final contract to you for signature.

During the planning process, we will work with your florist to coordinate logistics and details related to their services. We will schedule and attend a floral centerpiece mock-up meeting with you if desired.

**Decor**

I will recommend 2-4 decor companies if needed. These may include decor, draping, specialty rentals, and lighting professionals. We will schedule and attend up to two consultations with you. During the consultations, we will ask relevant questions about the vendor's services, give input on the decor, and take detailed notes. After the consultation, we will review the decor proposal with you and share feedback and advice.

After choosing your decor professional(s), we will work with the selected vendor(s) to obtain the contract(s). We will review the contract(s) to confirm correct date, time, services, and price, then forward the final contract(s) to you for signature.

During the planning process, we will work with your decor company to coordinate logistics and details related to their services.

**Rentals and Linens**

We will work with rental companies to procure 1-2 quotes for the correct rentals and linens for your wedding. If needed, we will schedule and attend up to two meetings with rental companies and assist with choosing your specific rentals and linens.

After choosing your rental and/or linen company, we will work with the selected vendor(s) to obtain the contract(s). We will review the contract to confirm

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correct date, time, rental items, estimated quantities, and price, then forward the final contract to you for signature.

During the planning process, we will update the rental orders and then finalize the order quantities and details prior to the wedding day. We will also work with the rental company to coordinate logistics and details related to their services.

### ***Invitations and Stationery***

We will recommend 2-3 stationery designers or companies who fit your desired style and budget. We will schedule and attend up to two consultations with you. During the consultations, we will ask relevant questions about the vendor's services, give input on the design of the stationery, and take detailed notes. After the consultation, we will review the stationery proposal with you and share feedback and advice if needed.

After choosing your stationery designer, we will work with the selected vendor(s) to obtain the contract. We will review the contract to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the stationery designer or company to assist with wording and design for save the dates, invitations, RSVP cards, programs, menu cards, place cards, escort cards, seating charts, thank you notes, and any other wedding related stationery. We will also review mock-ups of stationery items and give feedback if needed.

### ***Hair and Makeup***

We will recommend 2-3 makeup artists and 2-3 hair stylists or salons who fit your desired style and budget. You will review their portfolios and discuss details over the phone with these vendors on your own. We will give advice and feedback to help you make a final decision if needed.

After choosing your beauty professionals, we will work with the selected vendor(s) to obtain the contract. We will review the contract to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the beauty professionals to coordinate logistics and details related to their services. This includes scheduling a trial run for you to attend on your own with each beauty vendor and



coordinating timing of their services on the wedding day for you and the bridal party.

### **Wedding Officiant or Minister**

I will recommend 2-3 wedding officiants or ministers who fit your desired ceremony style. You will meet with these professionals on your own or interview them over the phone. We will give advice and feedback to help you make a final decision if needed.

After choosing your wedding officiant, we will work with the officiant to obtain the contract. We will review the contract to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the officiant to coordinate logistics and details related to their services.

### **Transportation**

We will procure up to 4 quotes related to wedding day transportation services for guests and the bridal party. We will review these quotes with you and give feedback if needed.

After choosing your transportation professional(s), we will work with the selected vendor(s) to obtain the contract(s). We will review the contract to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the transportation company to coordinate logistics and details related to their services.

### **Guest Lodging**

We will recommend 3-6 lodging options for your wedding guests and inquire about special room rates for the wedding weekend if available. After you evaluate the options and decide on the lodging selections to recommend for your guests, we will work with the selected lodging properties to obtain the contract(s) for special group rates or for contracted room blocks. We will review the contract(s) to confirm correct dates and rates, then forward the final contract(s) to you for signature.

During the planning process, we will assist with questions that arise related to guest lodging. Guests are responsible for booking their lodging through the contracted properties.

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**Attire**

We will provide you with a list of our recommended wedding attire stores and resources for you to schedule and attend on your own. This includes bridal gown shops, bridesmaid attire shops, bridal accessory resources, alterations professionals, and groom and groomsmen attire resources.

**Miscellaneous Details**

We will share resources and ideas for wedding related details such as guest books, favors, signage, personalized decor details, and welcome bags if desired.

**Wedding Day Management**

All of the services included in Wedding Day Management Service are included as part of Full Service Wedding Planning. This includes creation of detailed wedding day schedules, scheduling and attending the final walk-through meeting at your reception venue, confirming final details with all vendors, running your ceremony rehearsal, and coordinating the wedding day. Please see the Wedding Day Management Service package for complete details.