

A full-page photograph of a wedding scene. In the center, a bride with blonde hair in a white strapless gown and a groom with a beard in a dark green tuxedo jacket and light-colored waistcoat are kissing. The bride holds a large bouquet of white roses. To their left, two bridesmaids in green dresses also hold white rose bouquets and have surprised expressions. To the right, a groomsmen in a light-colored suit and green bow tie is cheering with his mouth open and arm raised. Other guests in the background are also cheering with their arms raised. The text 'YOUR PLANNING EXPERIENCE' is overlaid in the upper center.

YOUR  
PLANNING  
EXPERIENCE

# Congratulations!

Being engaged is such a wonderfully exciting time in your relationship!

We know that wedding planning can be a roller coaster of emotions, and we are incredibly honored you are considering Sincerely Jane as your team to prioritize the aspects of a wedding day that matter to YOU. We genuinely love what we do because no two couples or weddings are the same! We find excitement and inspiration from using the personal details of your love story to create a memorable, unique, and joyous celebration

The next few pages will outline our three main services available to our couples, and all the tools we use and provide at every service level.

When you are ready, we would love to fit you with a lead planner for a complimentary consultation to discuss your preferred service in depth along with the unique vision you have for your wedding day.

Wedding planning shouldn't be a chore! Grab a drink, and let's plan an unforgettable celebration of your love!

We can't wait to meet you!

*The Sincerely Jane Team*



“ As a bridesmaid who has been in a lot of weddings, I know that there are a lot of small details on every couple's wedding day. Sincerely Jane Events' planners are so detail oriented and they took care of every small detail that the bride and groom requested. It was refreshing to have planners care so much about the vision of the bride and groom. 10/10 would recommend for any couple looking for a planner!! ”

# Our Approach

## A SOPHISTICATED STRESS-FREE PLANNING EXPERIENCE

Sincerely Jane is dedicated to making your planning experience one that leaves you feeling stress free and genuinely cared for. We stand by the fact that no wedding is alike just as no couple is.

### The tools of our craft

We lean on a private, cloud based program for all of our couples planning needs. Say goodbye to Excel and Google Doc files! This program holds everything from our in depth 12 month signature planning checklist, full design from inspiration to custom sketches, all the way through the day of tools for your vendor team such as floor plans, RSVP details, and so much more. Along with our private planning portal we offer an abundance of support through various documents that you and your planner will work through together, ensuring that no small detail is overlooked on your wedding day!

Each and every one of our many tools are available to all of our couples in varying degrees. Whether you feel Month of Coordination, Partial Planning, or Full Planning + Design are the best fit, you will have access to everything you need to have an enjoyable and supported planning experience.



*Sincerely Jane was absolutely WONDERFUL to work with for our wedding in May 2021. My husband & I worked with Amanda for our wedding but we also loved Alexandra too! They are both so professional & personable at the same time. Throughout the whole planning process, Amanda was 10 steps ahead and thought through everything we might need or want for our special day. People asked if we were nervous or stressed on the day of our wedding, but we were so confident in the Sincerely Jane team, that both my husband & I felt so at ease and relaxed during the entire weekend.*

*I can't say enough incredible things about this team! If you're looking for a trustworthy, reliable and FUN wedding planner/coordinator, you'll definitely want to hire them. So reasonably priced and worth EVERY penny.*

*Kailee, 2021 Bride*



# WEDDING MANAGEMENT

*Your Investment - \$2,200*

## FOR THE COUPLE THAT JUST NEEDS THE FINISHING TOUCHES

This service is for the couple who would prefer to take the lead on early planning stages, while having all the tools of a professional available, and then relax in the final months as their planner takes the lead to finalize all the logistics with their vendor team.

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## WHAT'S INCLUDED

- Your own private planning portal in our Aisle Planner account. Think of it as an online wedding binder full of resources. This is also where our 12 month signature checklist lives. This breaks down the planning process month by month, turning the wedding planning mountain into smaller hills!
- A personalized notes section where we guide you through every step of building a strong wedding planning foundation, along with all of the documents we will go through together to ensure your wedding vision and flow are represented on your timeline and communicated to your entire vendor team.
- Access to our recommended vendors list detailing contact information, website, social media links.
- Minted partnership discounts for all your stationary needs.
- Budget management tool within our online planning portal for you to utilize at your convenience.
- Timeline Creation (Master and Bridal Party)
- Floor Plan Creation (Ceremony, Cocktail Hour, Reception, weather contingency floor plans)
- Relaying all final information (timeline, floor plan, final guest count, allergies and food preferences, music and toast details, etc.) to your entire vendor team, and acting as primary point of contact the weekend of your wedding.
- Unlimited email support from the moment you sign your contract.
- Up to three 90 minute virtual planning meetings with your planner to discuss final details of your wedding.
- Conduction of a one hour rehearsal
- 8 hours day of management (additional hours can be added)
- A professional assistant to your lead planner

Additions and further details on what this service this service will be elaborated further on our consultation call.



# ADDITIONAL ADD ON SERVICES

FOR THE COUPLE THAT NEEDS MORE THAN JUST WEDDING MANAGEMENT BUT NOT FULL PLANNING

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- Budget Management - \$150
  - We will establish your base budget, discuss area averages for each vendor, and allocate according to your priorities to ensure you are able to make vendor decisions that stay within your financial comfort zone.
- Vendor Procurement and Management- \$100 per vendor
  - We will reach out to up to three vendors per category from our trusted vendor list to then present you with proposals that have been tailored to your vision for you to select the perfect vendor for your wedding day team.
- General Design Concept - \$200
  - Custom Color palette breakdown, Inspiration images tailored to express the ambiance you envision for your wedding, and one edit.
- Custom sketch/mockup of a wedding day element of your choice - \$200 per element.
- Full Design Concept - \$1,000
  - 26+ pages of custom designs curated to meet your specific vision, and broken into every vendor to simplify your vendor procurement process.
- Website Creation and Management (Minted, Zola, or The Knot) - \$300
  - We will create your domain name (fees of custom domain names not included), build your website with event information, your story, bridal party information, photos, online RSVP, etc, and track all online RSVP's.
- Invitation Design, Assemblance, and Mailing (cost of postage not included) - \$200
  - We will work with your choice of a custom stationary designer or use Minted to design your invitation suite.
- Welcome Gifts assemblance and delivery at up to three locations
  - 0-50 gifts - \$100
  - 51-100 gifts - \$200
  - 101-150 gifts - \$300
- Additional 90 minute meetings with your planner - \$100
  - These additional meetings can be virtual between just you and your planner or in person with other vendors if desired.
- Additional assistant to your planner - \$150 per assistant.

Didn't see something you were looking for? Just ask us! We are always learning and growing from our experiences with our couples and would love to consider whatever it is you're looking for in a wedding planner.

# FULL PLANNING + DESIGN

*Your Investment begins at \$6,000*

## FOR THE COUPLE WHO WANTS IT ALL

This service is for the couple who wants comprehensive support and intentional planning and design throughout the entire process. Our lead planners and designers are here to curate your dream wedding day, ensuring all you need to worry about is approving final decisions and saying "I Do!"

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## WHAT'S INCLUDED

This service includes: but is not limited to the following

- Everything in our Month of Coordination Service
- Your own private planning portal in our Aisle Planner account.
- 12 month planning checklist management. We assign any specific tasks that only you and your partner can check off (such as choosing your wedding dress, and suit options), while I work on all the logistic tasks.
- Access to our trusted vendors list and hand picked suggestions based on your style and budget. From here I work to gather availability and proposals to present to you and your fiancé to look through on your own time, and where needed, schedule meetings around your schedule for specific vendors that require a consultation (bakers, florists and the like). Once you are ready to move forward with a vendor I manage gathering the contract for you to sign, and detail out payment schedules for you in your AP account, and updating your budget accordingly.
- Regularly planned meetings together.
- Welcome bag creation and distribution
- Favor assemblance
- Full Design Concept to include but is not limited to:
  - Your custom color pallet and breakdown of color priority
  - Ceremony design
  - Cocktail hour and reception design
  - Working with your florist on all floral design
  - Working with you baker on cake and dessert design
  - Guest seating design
  - Table Scape
  - Invitation Suite
  - Bridal design
  - Invitation suite design



# FULL PLANNING + DESIGN

*Please schedule a call to discuss pricing.*

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## WHAT'S INCLUDED - CONTINUED

- Planner to attend all major vendor meetings with you (or for you should you need to attend virtually) and provide necessary information prior to.
- Budget management. We work with your total budget and break down your spending per vendor and your priorities to ensure we are staying on track financially.
- Invitation assemblance, and mailing (does not include the cost of postage)
- Wedding website creation and management through Minted.
  - We will create your domain name (fees of custom domain names not included), build your website with event information, your story, bridal party information, photos, online RSVP, etc, and track all online RSVP's. Guest list and RSVP tracking
- Timeline Creation (Master and Bridal Party)
- Floor Plan Creation (Ceremony, Cocktail Hour, Reception, inclement weather backup)
- Acting as main point of contact for all vendors and ensuring all needed information is relayed by or prior to their due dates.
- Conduction of a one hour rehearsal
- 8 hours day of management (additional hours can be added)
- A professional assistant to your lead planner



# SO WHAT'S NEXT?

# 1

Schedule your  
Consultation

# 2

Sign your  
Contract

# 3

Let out a  
sigh of relief

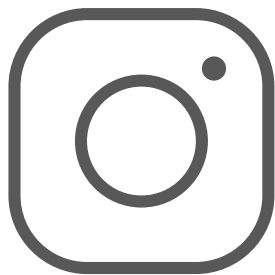
# 1

# 2

# 3

We will say it until we are blue in the face; all couples and weddings are uniquely different, which means, so are their needs. Our next step is to schedule a consultation call with a lead planner to dive into the details of your wedding and which service you are leaning towards (PS. If you are torn we will go through all three if needed to ensure you get the right fit).

For reviews and a look into our work check out these outlets!



@sincerelyjaneevents



sincerelyjaneevents.com