



# WEDDING SERVICES PROPOSAL

CREATED FOR JANE DOE & JOHN SMITH

OCTOBER 22, 2015

## ABOUT JOELLE CHARMING

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Again, I would like to say thank you SO much for contacting me, and for your interest in Joelle Charming. My clients are my number one priority here, and it's so important that I answer any questions or concerns you may have about my services before booking with me.

When booking your vendors, it is absolutely essential, especially with your wedding planner, that you establish expectations from the very beginning. One of the most common questions I receive from potential clients is whether or not you actually need a wedding planner. It should come as no surprise that my answer is a resounding, unequivocal YES!

As your wedding planner, YOU are my number one priority – not the venue or your other vendors. I am more than happy to mediate any issues you may have with your vendors, and I promise to be honest with you throughout the process. Ensuring that you are taken care of and that your needs and expectations are met is something that I take very seriously, and I pride myself in working with my clients to make sure that both the wedding planning process AND your wedding day are an incredible, memorable experience.

## WEDDING INFORMATION

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Bride's Name: Jane Doe

Groom's Name: John Smith

Wedding Date: June 11, 2015

Wedding Venue(s): El Encanto Hotel

## SERVICES & INVESTMENT

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*All of my services include unlimited contact via phone and email.*

### MONTH OF COORDINATION

\$3,000

- 2 hours of IN-PERSON CONSULTATION.
- PRE-WEDDING WALKTHROUGH OF VENUE(s) approximately four to six weeks prior to your wedding.
- Creation and management of WEDDING DAY TIMELINE AND COMPREHENSIVE LAYOUT.
- REVIEW AND CONFIRM all wedding day vendors.
- DISTRIBUTION OF WEDDING DAY TIMELINE AND LAYOUT to all vendors and venue.
- Attendance and coordination of REHEARSAL.
- COORDINATION OF CEREMONY AND RECEPTION, including:
  - Wedding day emergency kit.
  - Putting out any personal items, including favors, programs, signage, cake cutters, bride and groom's toasting flutes, and escort/place cards.
  - Supervision and management of gifts and transportation to safe location during ceremony.
  - Direction of the wedding party and family during ceremony and reception (i.e. letting everyone know where to stand during ceremony, when to walk down the aisle, how to line up for grand entrance, when they will be giving toasts, etc.).
  - Supervision of all ceremony and reception set up (note: this does not include the supervision of set up any earlier than the day of the wedding). This includes overseeing all event rentals on the day of the wedding and ensuring that everything

is placed properly according to our pre-approved layout.

- On site supervision of all vendors at ceremony and reception, to ensure that they are following the confirmed timeline, and that they are acting appropriately and responsibly.
- Management of all event rentals on the day of the wedding, ensuring that all rentals are kept track of and set up appropriately.
- Coordination of the delivery of wedding items and gifts to couple or assigned family member.

## PAYMENT STRUCTURE

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The payment schedule would be as follows:

\$1,500.00	Retainer fee due upon the signing of your agreement.
\$1,500.00	Remaining balance due thirty (30) days prior to the wedding.



## THANK YOU

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Please let me know at your earliest convenience if you are interested in moving forward with booking Joelle Charming for your wedding day. If you'd like me to hold your date, just let me know via phone or email, and I can put a tentative hold on your date without a signed agreement or payment for up to one week. If I do not receive payment within one week of notification, I will be forced to release your date to someone else, if needed. Booking Joelle Charming requires a signed agreement and deposit, and the rate detailed in this personalized proposal is available for up to one month.

I appreciate you taking the time to look over this information, and please let me know if you have any questions or concerns at all. Best regards, and once again, CONGRATULATIONS!

Much love and happiness,

JOELLE DUFF

*Creative Director, Joelle Charming*

*Photos by Lavender & Twine*