

The Estates at Pecan Park

Wedding Planner Questionnaire

1. What made you want to be a wedding planner?
2. Describe the most challenging wedding you planned and how you handled the problems that came up.
3. How would you rate your problem-solving skills?
4. How would you rate your communication skills?
5. Are you a certified wedding planner? If so, where did you get certified? What is your educational background?
6. Are you a member of any wedding association(s)? If so, does your association require you to satisfy yearly education requirements?
7. How long have you been in business? Do you have a business license?
8. How many full-scale weddings have you planned? When was your last one?
9. How many wedding clients do you take on in a year?
10. Is wedding planning your full-time job? If it's part-time, what is your other job?
11. What venues are you a preferred vendor for? If any.
12. Do you have established relationships with vendors you recommend? If so, who?
13. Do you take a commission or discount from any of the vendors you would refer us to?
14. Will you be present at all of the vendor meetings for you couples and will you assist in reviewing all of the vendor contracts and making sure everything is in order?
15. Will you invoice the couple for all the vendor fees or will they need to pay each one of them themselves?
16. For the vendors who will be on site the day of our wedding, does the couple provide you with checks for final payment that you will distribute to them?
17. If issues arise with the vendors before, during or after the wedding, will you handle them or is it the couples responsibility?
18. What kind planning do you offer? Logistical only (i.e. organizational—handling things like the timeline and floor plan) or Design and Logistical (i.e. bringing a client's vision to life as well as taking care of all the organizational aspects of the wedding)?
19. If you just do logistical planning, who do you recommend for event design?
20. Will you handle every aspect of the planning or can couples do some things on their own? In other words, what parts of the planning will the couples be responsible for?
21. Will you be the person on site the day of wedding or will it be another planner? How many assistants will you have?
22. In case of an emergency that prevents you from being at our wedding, who will be the backup planner? What are their qualifications?
23. What time will you arrive and depart on the day wedding?
24. Will you stay on site after our wedding to make sure everything has been broken down and all vendors have left the location?
25. Will you provide us with a timeline of the wedding and a floor plan of the wedding venue?
26. Do you offer different package options or is everything customized based on what we're looking for?
27. How many meetings and phone calls are included in our package?
28. Is the wedding day rehearsal included in your services?
29. Do any of your packages include planning the rehearsal dinner and/or post-wedding brunch? If not, would you provide that service and what would be the extra cost?
30. Do any of your packages include honeymoon planning? If not, would you provide that service and what would be the extra cost to include it?
31. Do any of your packages include assistance with finding the wedding dress and wedding party attire? If not, would you provide that service and what would be the extra cost to include?
32. Once a couple books, how quickly can the couple expect to receive the contract?
33. After couples have given you their budget, will you provide them with a breakdown of how the money is going to be allocated?
34. As changes are made to the couples plans, will you update with a revised estimate and updated contract?
35. How do you charge for your services? Hourly, percentage of the wedding cost, or flat rate?
36. Can you provide a detailed list of all the items included in your fee?
37. What is your payment policy? Do you accept credit cards?
38. How much of a deposit is required to book your services? When is the final payment due?
39. Are there any fees that won't be included in your proposal that we should be aware of?
40. What is your refund or cancellation policy?
41. Can you provide a list of references?
42. Can you provide us with a portfolio and/or video of weddings you have done?

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