

Hello and Congratulations on your recent engagement! This is such an exciting time in your life, and we would like you to just take a few moments to enjoy this new phase you are entering in your life!

We here at It's Your Day Wedding & Event Planning have been in the industry for over 20 years now. We have done everything from serving and bartending, catering and cooking, DJ'ing, setup, design & décor, and even tear down and clean up plus much more! No event is too big or too small for us to handle. We have the resources and experience to ensure that your day is filled with only the best memories with your closest friends and family. We take great pride in our work and we are dedicated to each and every client we serve. By only taking 1 event per day – we can focus only on you and your wedding day. Every little girl and even some of the boys have had their dream wedding all planned out since they were old enough to understand what marriage was. We live by our motto: "Dream weddings don't just happen.... they are planned!" It takes planning, patience, organization, knowledge, and sometimes, even a little bit of luck to pull off your dream wedding. Why stress over all the details when you should be enjoying your day, making only the best memories to cherish for years to come with your closest family and friends. Let us handle all the details and let us show you how we turn dreams into reality!

Let me tell you a little bit about how our planning service works here. We custom design every package for each client. Everyone starts out with the base plan. No 2 brides are alike, and no 2 brides have the same dreams. We will take YOUR ideas, dreams, wants, needs, and budget all into consideration and custom design from the base plan, the perfect package to fit all of those criteria. Once we commit to a date and package, we don't waste any time in diving right into learning more about what you like, don't like, what you both agree upon, what you have issues with still, and we get the ball rolling for you. You can choose to be involved every step of the way, or, you can choose to sit back and watch it all play out in front of you! That is the beauty of custom designing packages and services. YOU get to choose how much or how little you want to be involved with every step of the process! We have the inside knowledge and know how to ensure that every detail is taken care of and that you have the BEST POSSIBLE wedding day! Whether you use our regular planning, virtual planning, or any other service we offer, we will make sure that not only you, but your friends and family have only the best memories of your wedding day!

Attached you will find a list of questions to be answered to get us started in this planning process. These will just give us the basics on you and your wedding day. Feel free to elaborate and attach any pictures, ideas, or any other information you feel may help us in getting to know you better and getting to understand your dream wedding! You will also find attached a listing the most common services available for you to use and a listing of our base plan services with pricing. Last you will find a page of FAQ about our business, booking, payment, and other general information. Please read and sign the bottom then return to us ASAP in order to book your FREE 1-hour consult with us! Feel free to ask any questions about anything you do not understand. Your final price is based on a number of different factors, such as guest count, location of wedding, grouping together certain services, etc. Once we have met, discussed your specific details, we will customize and price the perfect package for your wedding day!

We look forward to working with you and helping you plan your dream wedding!

Remember, **Dream Weddings don't just happen... they are PLANNED!** We are going to revolutionize the way you plan your wedding!

Sincerely,

Amanda Towse

Amanda Towse Owner & Certified Wedding Planner

It's Your Day Wedding & Event Planning (330) 301-1284

Itsyourday.atowse@gmail.com

itsyourdayweddingandeventplanning.com

Why Hire A Wedding Planner?

Did you know that as many as 96% of couples say that planning their wedding has been or is one of the most stressful times in their lives? Over 45% of those couples not only say it is stressful but **EXTREMELY** stressful. Your wedding is meant to be one of the most memorable and fun days of your life. Why should you be stressing over all those little details, spending hours researching the endless information on the web, or even stressing about forgetting all those little details that will make your wedding day so perfect? Let us professionals handle all of that for you! We go above and beyond to help make your dream wedding a reality – without all the extra stress on you! Here are just a few of the reasons you should hire a wedding planner. Let us come to your rescue and help you turn your ideas into your dream wedding!

- When something goes wrong – we take care of it for you, most of the time without even letting you or anyone else know there ever was a problem
- We can help you save money and avoid costly mistakes •
- We find solutions to things that you may not have an answer to
- We know who's who in the industry, we can give you our preferred vendors and reputable vendors, so you don't get ripped off
- We can negotiate with the vendors on your behalf saving you time and money
- We can allow you to have a life outside of planning your wedding to actually **ENJOY** your time as an engaged couple
- We become the go-to person at your wedding so you don't have to answer every question and can enjoy your day without all the extra stress
- We can make sure your bridal party and vendors stick to the schedule and timelines created just for your wedding day
- We can make sure all your vendors show up on time and set up correctly and are ready to perform when it's their time to shine
- We can make sure all your guests are taken care of, all of their needs are met, and at the end of the night, we make sure everyone gets to where they are going safely
- We can help you pack stuff up at the end of the night so you can go enjoy your first night as a newly married couple (**Wink Wink**)
- We take care of all the logistics so you can focus on the fun stuff. We ensure that you and your closest friends and family only make the best memories of your wedding day
- We find solutions when people can't make it – We **ALWAYS** have a plan B in our back pocket
- We make sure you stick to your timeline and make sure all your events occur flawlessly so you can relax and have a good time.
- We remember all the little details that are easily forgotten about or that you may not even know about

Don't forget: You can't repeat this day – having a pro on your side is a lifesaver and priceless. We will be the best investment for your wedding day & every day leading up to **YOUR DREAM WEDDING!**

“Dream Weddings don't just happen...they are Planned!”

It's Your Day Wedding & Event Planning

Planning Base Package - Traditional Planning

Every client begins with these basic services – following this list – you will see a listing of several of our most popular additional services available – If what you are wanting from us is NOT listed – please ask – We do many types of different things and we are more than willing to assist you with ANY needs for your Wedding Day! No task is too big or too small! Ask us! We will let you know!

Base Package Services:

- 1 – planning meeting approximately 45-60 days prior to your wedding day
- 1 – final walk through/final details meeting – approximately 10-15 days prior to your wedding day
- Review and understand every vendor contract you have. Coordinate and communicate with each vendor the day of timeline, each one's arrival, setup, services rendered, and departure times and any other day of information that will need to be communicated.
- 1-hour wedding rehearsal coordination and management
- 3-hour max assistance with set up and decorating for wedding day – at 1 location (either ceremony or reception – if not in same location)
- 8-hour max day of coordination – includes any time between ceremony and reception – will plan to depart within final hour of reception.
- Final walk thru prior to start of ceremony to ensure everything is in place – Final walk thru prior to start of reception – to ensure everything is in place
- Assist with meal - any special dietary restriction will be handled thru us (meaning we will distribute any special plates of food to guest with dietary restrictions – we WILL NOT make the food, ensure it meets their specific requirements, etc.), ensure catering company is set for start time, assist with clearing tables
- Assist DJ with bridal party introductions, any planned activities during reception (dollar dance, cake cutting, bouquet toss, etc.) Ensure that music/entertainment is appropriate at all times.
- Line up bridal party for procession during ceremony – Line up bridal party for grand entrance into reception – ensure DJ and guests are ready for entrance.
- Develop and manage day of timeline and schedules – share with all vendors, bridal parties, etc.
- Assist guests with any issues they may have during ceremony or reception
- Ensure day flows smoothly and without any major interruptions or problems
- Handle any last-minute emergencies – and – provide “Bridal Emergency Kit” for use as needed by bridal party and/or guests. (List of included items to be provided)

Base Price: **\$799.99 (150 guests or under, event held within 25 miles of Portersville, PA 16051)**

***Combine with ANY virtual package \$225 and up – receive this “Day of Coordinator” base package for only \$650.00. That is a \$150.00 savings!*

***Add any number of 1-hour virtual planning sessions to this package or any other regular planning package for only \$60/hr. – a \$35 per hour savings from regular price!*

It's Your Day Wedding & Event Planning

Bartending Services - Pricing & Info

We offer Bartending only services to anyone with any event that is serving alcohol. We only provide RAMP or TIP certified bartenders with experience. We can provide pre-event consultations, supplies lists, suggestions for "featured" drinks, specialty drink lists and serving, clean up, and tear down of bar area. Our minimum requirement is 1 bartender for up to 150 guests, 2 bartenders for 151-225 guests. The number of bartenders required for anything over 225 guests is based upon our bartender experience, venue space, and other factors. We will meet with you prior to the event and go over all the options, go over our contract in detail with you, and come to an agreement with you that will provide you with the best and safest options for your wedding or event. Below is a list of base pricing minimums and also other services with pricing. The more services you need, the better the package price will be. You will see pricing listed for both only using our bartending service and also added to a planning/coordinating package. If you have any questions, please let us know.

IF TIP JAR IS NOT PERMITTED TO BE ON BAR – PLEASE ADD \$75/BARTENDER

Guest Count	# Bartenders Required	up to 6hrs service bar only	up to 6hrs service add to pkg
Up to 150	1	\$250.00	\$200.00
151-200	2	\$400.00	\$350.00
201-250	2	\$500.00	\$450.00
250 +	2 +*	\$TBD	\$TBD

ALL ABOVE PRICES INCLUDE 1 virtual planning meeting (up to 1 hour), 1 venue visit (scheduled with venue & client), customized supply list for your event, 1 final details meeting (up to 30 min) – virtual.

- Pre-event virtual consult – up to 1 hour - \$75.00 (with Amanda – Owner)
- Pre-event in person consult – up to 1 hour - \$125.00 (must be within 25 miles of 16051) (with Amanda – Owner)

For the bartenders to be present for consults – please add \$50.00 for up to 1 hour per bartender

- Pre-event venue visit/consult – up to 1 hour - \$125.00 (within 25 miles of 16051)

For the bartenders to be present for venue visit – please add \$50.00 for up to 1 hour per bartender

- Customized Supply list for bar service - \$100.00 (includes all supplies needed to purchase, barware, alcohol, mixers, etc.)
- Specialty Drink Creation/Menu Creation & Print/Display - \$75.00 – up to 2 specialty drinks, up to 3 8x10 signs for bar
- Complete Set up of Bar Service Area – begins up to 2 hours prior to event or day prior - \$125.00
- Complete Tear Down/Cleanup of Bar Service Area – up to 2 hours after event is over day of event only - \$150.00
- Overtime - \$100.00 minimum charge – up to 1 hour - plus \$50.00 per bartender per hour after first hour – payable at the end of event

**** ALL PRICES SUBJECT TO CHANGE AT ANY TIME – PRICES LISTED ARE BASE AND MINIMUM PRICES. PRICES WILL BE ADJUSTED BASED ON EACH CLIENT'S SPECIFIC WEDDING OR EVENT. PRICES LISTED ABOVE ARE FOR BARTENDING SERVICES ONLY – NO OTHER SERVICES. DISCOUNTS AVAILABLE WITH PURCHASE OF ADDITIONAL SERVICES****

Virtual Wedding Planning

WE ARE REVOLUTIONIZING THE WAY YOU PLAN YOUR WEDDING!

It is a proven fact that over 90% of couples say that planning their wedding is one of the most stressful times of their lives! Let us help reduce that stress and anxiety by taking your ideas, dreams, wants, needs, and showing you how they can all come together beautifully to create you dream wedding right from the comfort of your home via your computer or smart device!

So much of wedding planning is gathering & researching information, price & amenities information, vendor research & information, reviewing contracts, organizing details, etc. Most couples today are VERY capable of doing all of this AND managing a full-time job, house, possibly children, etc. When you are as busy as you are without planning a wedding, finding time to handle all of the additional responsibilities with planning can sometimes seem VERY OVERWHELMING! This is where a virtual planner will become your GO TO professional so you can juggle life and planning with ease!

Our Virtual Wedding Planner Services offer you the ability to receive our expert advice, opinions, and guidance from our years of experience and training - all from the convenience of your computer or smart device! We will save you time, money, and most of all your sanity!! You will get the benefit of having a certified, experienced professional wedding planner helping you as much as you choose, at over half the cost of traditional wedding planning. Why pay up to \$2500+ for a traditional wedding planner when YOU are MORE THAN capable of planning your dream wedding – Let us help you with all those little details no one tells you about until it's too late! Don't stress or get panicked about anything – we are here to be your guide, your voice of reason, your advice giver, and most of all, we are here to help you plan and execute your DREAM WEDDING – and YOU get to take ALL the credit for pulling it off flawlessly!

Locality doesn't matter – unless you want a Traditional Wedding Planner, but in today's day and age, the location of your planner has literally ZERO impact on their ability to help you plan your dream wedding! All that matters is their ability to get you the information you need, on your schedule, and use their expertise to make professional recommendations for your wedding day.

On the next few pages, you will find the following information:

1. General Rules, info, and FAQ's
 2. How it all works – how to inquire, initial cost, what to expect, etc.
 3. Standard Packages with description of services and pricing
 4. Individual service description and pricing
 5. Questionnaire to fill out and return to us so we can get your initial consult scheduled
- Thank you again for your interest in the new and upcoming planning trend. Again, if you have any questions, advice, or just want more info, please don't hesitate to call, text, or email us anytime!

Sincerely,
Amanda Towse

Owner & Certified Wedding Planner

It's Your Day Wedding & Event Planning
Itsyourdayweddingandeventplanning.com

(330) 301-1284

itsyourday.atowse@gmail.com

Follow us on Facebook, Instagram, & Pinterest

How does Virtual Planning work?

At the end of this packet you will find a questionnaire attached. Please fill it out and return it to us. Once we receive and review your information, we will contact you to schedule your first 1 – hour virtual session via Facetime, Skype, or other method of virtual connection. You can also call, text, email, or send a message via our website to have a questionnaire emailed or mailed to you.

During the initial consult, we will discuss various items you noted in your questionnaire that need attention, we may give you some advice, we may ask you some additional questions. We will suggest the package and/or services we feel, in our professional opinion, that would work best for you, but At the end of the session YOU decide the next step and level of service you need/want.

1. We will send you an outline of items discussed, a formal proposal/quote to sign with YOUR chosen level of service outlined & detailed along with pricing and payment information. We are willing to work with you on payments that fit your budget!
2. Once we receive the signed & agreed upon quote, we immediately forward you a contract to sign and down payment information, we will schedule your online dates for each of the sessions you agreed to.
3. We will send you a detailed summary of each virtual consult with a customized task list for you to complete prior to our next consult.
4. We send you various planning templets, guides, and other helpful information periodically to assist you with your planning and give you professional industry inside information and assistance.
5. We touch base a minimum of once every 30 days via your preferred method of communication - Phone call, text, or email - just to ensure everything is still going according to plan.
6. You will deal with 1 certified planner only during your entire process. Other professionals may be brought in or consulted for advice in other areas based on your needs, but you will deal with the same certified wedding planner during the entire process.
7. You can add any additional virtual sessions at any time for a reduced rate. Standard rate is \$95.00 for up to a 1-hour session. If you purchase any package above \$225.00 – You can add additional 1 – hour sessions for \$60.00 each. You will be required to sign a new contract with each additional session you schedule.
8. In each of our standard packages – you will find a varying amount of 1 hour virtual sessions, a varying amount of templets, guides, etc. you can choose to have sent to you, a detailed summary of each virtual session with a task list customized for you to work on before our next scheduled session, and also various discounts towards other services.
9. We will make every attempt to remind you about upcoming sessions prior to the scheduled time. We reserve the right to cancel with 24 hours' notice for any reason – all sessions cancelled by us will be rescheduled within 48-72 hours from the original time.
10. We require a 1-hour MINIMUM cancellation notice from every client. Please see cancellation policy outlined in contract.
11. You will be required to provide us with a list of items you need to discuss 3 days prior to our scheduled session, unless previously determined. Failure to do so may result in an incomplete or short session.
12. We can discuss ANY topic related to your wedding – from guests, to bridal party today of timelines, and anything in between. We try to have a “guide of topics” for each session we do with each client – based upon their individual needs and wants.

Virtual Planning Packages

"Just Advice & Guidance" Package - \$275

- 2 - One hour planning sessions (after initial consult)
- Choice of any 2 of our planning templates, guides, or informational packets. (Choices listed below)
- Detailed summary of all topics covered during session within 48 hours after session completed
- Up to 2 vendor contract reviews & our professional opinion and advice about each contract.
- 5% discount on any other services rendered - can only be used 1 time

****\$150 down to reserve & book this package – Balance due 10 days prior to last virtual session scheduled.**

"We Might be Over our Head" Pkg - \$550

- 4 - One Hour Planning sessions (after initial consult)
- Choice of any 3 of our planning templates, guides, or informational packets
- Detailed summary of all topics covered during each session within 48 hours after session completed
- Fully customized monthly planning guide to take you from our 1st session all the way to your wedding day!
- Fully customized DAY OF TIMELINE for you to use on your wedding day
- Fully customized vendor referrals as needed or up to 2 additional customized templates of your choice
- 15% discount on any additional services rendered - can use 1 time only.

****\$300 down to reserve & book this package - \$100 due during 2nd scheduled session – Balance due 10 days prior to final virtual session scheduled.**

Combo Package – Regular and Virtual – Starts at \$650

This package combines the best of both regular and virtual planning services. It starts with a FREE 1-hour consult – in person if local – or virtual if wanted. Upon completion of initial consult, we will custom design a plan using both virtual and traditional planning that gives you the best services we feel you need or that you want. Each package is custom designed, and pricing begins at \$650.00

Final Details Package - Starts at \$250.00

****Must be within 30-90 days of wedding day to purchase this pkg****

After initial consult – you will receive the following:

- Up to 2 hours of video conference planning & information sessions – split up to your needs
- Customized Day of Timeline
- Up to 1 hour of video conference planning with your selected "Person in Charge" for your wedding day to ensure they understand ALL details and aspects of timeline & day
- Detailed planning guide & schedule for up to the last 90 days prior to your wedding
- Checklists for often forgotten items or details, day of emergency kit list, marriage license info, etc.

"Complete Virtual Wedding Planner" Pkg BASE PRICE STARTS AT: \$750.00

*****Price varies per client – based on amount of contracted services*****

Individual 1 - hour virtual sessions - must be scheduled MINIMUM OF 48 hours in advance

\$95/hour – If purchase any package above \$225 - \$60.00/hr. to add to pkg – includes detailed summary of session

SERVICES AND PLANNING TEMPLETS AVAILABLE FOR THE ABOVE LISTED PACKAGES OR TO PURCHASE INDIVIDUALLY

- 1 – hour virtual session
- In person 1-hour meeting
- 1 – venue visit/meeting
- 1 – décor, setup/layout meeting to discuss decorations, setup, etc. (virtual – up to 2 hours)
- Wedding Information Binder: “What every couple needs to know while planning their wedding” packed full of information and worksheets to answer almost any question you may have and to help keep you organized while planning
- Vendor research and referrals
- Contract reviews for vendors – will receive my opinion on each one – specifically looking for any hidden fees, charges for services, any wording that could be misconstrued, and also if you could save any money with them, etc.
- Customized bar planning services – includes supplies listing and info on insurance
- Stationary design and print – choose from 8x10 signs, 5x7 signs, thank you cards, Save the Dates, Invitations, RSVP, informational cards, address labels, return address labels
- Up to 3 hours of assisting with set up and decorating day prior to wedding – in person if local
- Up to 1.5 hours of wedding rehearsal coordination – in person if local
- Up to 1-hour virtual planning session with “Person in Charge” on your wedding day to discuss timeline, schedule, other information needed

Downloadable TempletS

- Day of Emergency Kit (yours to keep when done)
- On call up to 8 hours on wedding day for emergency consult. Any services requiring me to physically come to your location or other place on wedding day will be additional charges.
- Budgeting – Complete Overview, Sample General Budgets, Customized Detail Budgets
- Final Details – Customized Day of Timeline, Marriage License Info, Day of Emergency Kit Supplies, Checklist of details often forgotten or overlooked
- Vendor Referral & Information sheets – general vendor information (what to expect, what to ask, etc.), vendor worksheets for final selections, payment tracking spreadsheets – Choose from Attire, Beauty, Bakery, Bartending, Catering, DJ/Music, Florist/Flowers, Lodging, Photo and Video, Rental Companies, Stationary and Signs, Transportation – or – add your own specific vendor type
- “Plan Like a Pro – Instructions and Printable Worksheets to design your own wedding planning binder like the pro’s use for each client
- Day of Timeline – fully customized
- Monthly Planning Schedule – fully customized

MANY OTHER SERVICES AND TEMPLETS AVAILABLE – CAN BE CUSTOM CREATED TO FIT YOUR NEEDS AND WANTS!

It's Your Day Wedding & Event Planning

Additional Services Available

Below is a list of our most popular services we have available for you to choose from to add to your base package.

This listing does not include any pricing – as it varies by client based on several factors including but not limited to guest count, event location, number of additional services added, complexity of service, etc. Please feel free to ask about anything listed here if you have any questions.

- Virtual Planning or Consultation Services – Per 1-hour session or Packages
- Hourly Consultation/Planning Services – In Person
- Event Décor and/or Design Consultation Services
- Wardrobe/Attire Consultation Services
- Custom Crafting Services
- Tabletop Design and décor Services
- Display Creation and design Services
- Pre-event venue research, recommendations, visits, and consults
- Color, Theme, Style Advice and Development
- Floor Plans and Layout Services
- Seating Chart Design and Layout Services
- Assembly and distribution of Guest Welcome Bags and/or Favors
- Bridal Shower, Rehearsal Dinner, Bachelor/Bachelorette Party, Pre-Wedding Events, Wedding Day Brunch, etc. Planning and Execution
- Research and personalized recommendation of vendors for you
- Attending and summarizing of any vendor meetings
- Floral Design and arrangements (bridal party flowers, centerpieces, other arrangements, etc.)
- Clean up/Tear Down décor after reception (same day or following day services available)
- Bartending Services (can include customized lists of supplies needed for bar, signature drink creation, etc.)
- Alcohol listings and supplies – customized to your tastes, needs, wants, etc.
- Entire Wedding Weekend activities planning
- DIY design and décor consult and assistance
- Research and assistance with honeymoon planning or pre-wedding trip planning
- Research and assistance with transportation issues – including but not limited today of wedding transport to and from hotels to venues, incoming and outgoing flights for out of town guests, rental cars, etc.
- Research and assistance with Hotel blocks for out of town guests, bridal parties, etc.
- Stationary research and/or creation – including but not limited to Save the Dates, Invitation packages, Signs, etc.
- Wait Staff for Buffet style dinners
- Various Planning templets, guides, informational packets, etc.

MANY MANY OTHERS AVAILABLE – PLEASE ASK!

Just a few general rules, information, and FAQ's about virtual planning

1. Each session is booked for up to 1 – hour at a time. Any session that goes over the 1-hour time limit will be subject to additional charges (Minimum of \$20.00 up to \$60.00 max per hour)
2. Each individual session scheduled is for discussion only. Any additional planning templates, guides, or informational packets requested by you will incur additional charges. Our standard packages all include several of the templates, guides, or informational packets. You will receive – at NO charge – a summary of our discussion with topics covered and what advice was given for you.
3. Each session must be booked a minimum of 48 hours in advance. Emergency sessions are available to any client who has purchased a package from us (\$225 and up). Emergency sessions are payable prior to the session at \$130.00 per session for up to 1 hour. (15 minutes minimum). Emergency sessions will occur within 24 hours of payment being received.
4. Your initial consultation (initial virtual consult) will take approximately ½ to 1 ½ hours.
5. The certified wedding planner will make contact with you at the scheduled time via the agreed upon method. If there is no answer, they will attempt immediately to call you to verify you are available. If the phone call goes unanswered or you are unavailable, it will be your responsibility to call and reschedule your virtual session within 10 days or you will forfeit ANY monies paid and any other scheduled sessions will be cancelled. You must start over again with another initial consult and sign another contract to obtain any services. If you need to reschedule or cancel a virtual session – we ask for you to notify us ASAP – if it is less than 1-hour notice – you may incur additional charges.
6. **NO VIRTUAL SESSIONS OR ANY OTHER COMMUNICATION WILL BE DONE AFTER THE INITIAL CONSULT UNTIL THE CONTRACT IS SIGNED AND NON-REFUNDABLE DEPOSIT IS MADE.** All contracts have a 10-day limit – they will be null and void after 10 days if not signed and returned with down payment. No exceptions to this rule!
7. You can request other professional vendors in the industry be contacted for advice if you are NOT fully satisfied with anything, we advise you on, give information about, or any suggestions we make. There will be additional charges for contacting other professional vendors from It's Your Day – in addition to any charges you may incur from said vendor.

Please see contract for any additional rules, requirements, or any other legal information.

F.A.Q about our regular planning services, pricing, booking, etc.

Please Read and Sign Bottom of Page – Return PRIOR TO OR AT INITIAL CONSULT

1. Every client must start with the “Base Package” if wanting any type of planning services – All planning services must be booked at a minimum of 60 days prior to wedding date – there will be a \$150 late booking fee if booked 30-59 days prior to event – absolutely NO weddings or events booked within 30 days of the event date.
2. The down payment to secure your date with us is 50% of the total due – including any taxes and/or services charge. (this can be split into 2-3 equal payments) – The total down payment is NON-REFUNDABLE FOR ANY REASON! Final payment must be made by 30 days prior to event. NO final planning will be done unless final payment is made – this includes – if not paid in full day of event – we reserve the right not to participate in the event for any reason.
3. We accept Cash, Debit, Credit, or PayPal – please ask for PayPal email address if using PayPal. Any credit, debit, or PayPal charges under \$150.00 will be charged a 5% service fee in addition to the amount due – per payment. No checks accepted without prior approval.
4. Quotes, Proposals, and Contracts all have a 10-day expiration date – from the date issued. If not signed within that 10-day period – services and pricing are subject to change – dates may no longer be available. Once a contract is issued – your date is held for 10 days – after that if deposit and contract are not done – the date is reopened and reposted on Social media as an available date. NO holding dates for unless a formal contract has been issued.
5. The parties responsible for paying the invoice must sign and date the contract and invoice also – if anyone other than the bride/groom. ALL parties, including the bride/groom – even if someone else has signed responsible for payment – can be held liable for non-payment.
6. Overtime is defined as “Any time exceeding the contracted max hours – if you are contracted for a 1-hour wedding rehearsal coordination and it goes for 1 hr. and 10 minutes – you will be charged a minimum overtime rate of \$100.00 for the first hour then \$50.00 each additional hour. This is payable at the end of your event.
7. All prices and services are subject to change at any time and for any reason. You will be given adequate notice (minimum of 48 hours in MOST cases) to any changes that may occur with your event, services, and/or pricing.
8. We reserve the right to add a “service charge” and/or “gratuity” to any invoice at our discretion AT ANY TIME! No service charge or gratuity will be over 50% of total bill.
9. A photo release is required to be signed upon signing of contract. One will be provided to your photographer in order to have your wedding pictures released to us as soon as they are ready.
10. Once contract is signed, any changes must be made in writing, agreed upon by all parties, and signed by all parties prior to changes taking effect. New charges and/or new billing may be issued upon any type of changes. **ABSOLUTLEY NO CHANGES WITHIN 14 DAYS OF WEDDING DATE!**
11. **ANYONE** who wants to change anything the day of the wedding – **WILL BE HELD RESPONSIBLE FOR ANY CHARGES INCURRED AND PAYMENT IS REQUIRED UP FRONT.**
12. **THE BRIDE AND GROOM** are **AT ALL TIMES MY CLIENT!** Anyone who is contributing to the wedding financially may have a say in any aspect of the wedding – however – the final decision will **ALWAYS** be what the bride and/or groom want to do and/or are willing to pay for.
13. We reserve the right to make any type of “judgement call” when planning or the day of the wedding if an emergency arises and the bride/groom or other designated person in charge are not available. The client’s best interests will always be upheld in all situations.
14. We reserve the right to cancel any services and/or an entire contract for any reason. If we feel the need to cancel services and/or entire contracts – you **MAY NOT** be eligible for **ANY** refunds of **ANY** monies paid – and you **MAY** incur additional charges.
15. Absolutely no advice, information, pricing, quotes, or anything related to your event will be done until this page is signed and returned to us. We reserve the right to invoice anyone for any time spent related to your event for any reason including but not limited to – quotes, proposals, contracts, information, advice, research, etc.

I/We have read and understand the above stated information. I/We agree to all of the above terms & conditions. I/We understand this is NOT a contract for any services.

Date

****MUST BE SIGNED AND RETURNED PRIOR TO OR AT 1 HOUR INITIAL CONSULT****

Getting to know you and your dreams!

Please fill out and return ASAP

Bride Name:

DOB:

Groom Name:

DOB:

Address: (if separate please list both)

Cell Phone Bride:

Cell Phone Groom:

Email Address: (if not using dedicated wedding email – please list personal and/or business email for bride and groom)

Parents of Bride:

Address:

Cell Phone:

Email:

Parents of Groom:

Address

Cell Phone:

Email:

- How and Where did you two first meet?
- Where and when was your first date?
- Who Proposed and how was it done?
- If money were no object, briefly describe your Dream Wedding to us. List at least 3 things your wedding would have if money were no object.

- Date of Wedding (if known list exact date, otherwise – list approx. month)
- Location (if known, exact location of ceremony and reception, otherwise – list where interested in having your wedding)
- Total number of guests (Approx.) Will there be children (under 18) present?
- Colors/Style/Theme (please list your color selections, any styles such as rustic, glam, glitz, traditional, romantic, simple, elegant, over the top, etc. – and any theme you may use such as “Harry Potter”, “Travel”, “Woodlands”, etc.)
- Types of Flowers to be used if known:
- Any special décor ideas (any special decorating ideas you already have planned or want to incorporate)
- Any special “activities” planned for either the ceremony or reception – such as special readings or poems, special dedications, any certain religious or other types of activities to be followed, special dances, special speeches, etc.
- How many in your bridal party (including bride and groom) – how many bridesmaids (Inc. matron or maid of honor) – how many groomsmen (Inc. best man) – flower girls, ring bearers, jr bride, jr groom, etc.

- Please list up to 3 ideas or things your wedding **MUST HAVE**: (except for the bride and groom) – such as a family tradition that is always done, any type of religious activities, any certain type of setting or location, etc.
- Please list 3 ideas or things your wedding **MUST NOT HAVE**: - such as family drama, no drinking alcohol, no certain music, no religious aspects, no certain foods, no certain flowers, no certain décor, no certain colors, etc.
- What do you feel at this time you need the most help with – over all planning, general organization, scheduling, timelines, etc. or – something specific such as vendor selections, guest list assistance, contract reviews, decorating and décor advice, etc. What areas do you need advice or guidance in? Please list as much as needed. Don't worry about cost just yet!
- Would you be open to discussing and/or showing everything, you have done thus far? Would you be open to us offering suggestions on ways to possibly improve or streamline things that have already been done?
- What is your total budget for this wedding – who is contributing, how much or what items/aspects of the wedding are they contributing to: (Ex: Overall budget \$10,000.00 – Mom/Dad of Bride – paying for bridal gown and Giving \$5000 – Mom/Dad of Groom – paying for rehearsal dinner and giving \$2000.00 – remainder up to bride/groom)
- Please list 3 up to 5 questions or items you may need advice or help with during our initial consult (in person or virtual) How do you see our role in helping you plan your dream wedding? What do you want from us, what don't you want, etc.

- Is there anything else you would like us to know about your wedding day – anything at all that will help us to get to know how you want things to go, what vision you have, and what dreams we may be able to help turn into reality for you?
- Please list any of the templets, guides, or informational packets listed in the above pages you would be interested in receiving from us – or at least getting more info on. Rank in order of importance.
- Which package and/or services for the virtual or regular wedding planning are you most interested in receiving from us?
- What are the 3 most important vendors or aspects of your wedding day to you and your fiancé? (Ex: Good food, beautiful décor, killer dress, music/entertainment, venue, pictures, etc.)

Thank you for taking the time to answer all of our questions to the best of your ability. Please scan and email or take pictures and email or text them to us as soon as you are done so we are able to get your initial virtual consult scheduled for you!

It's Your Day Wedding & Event Planning
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**** PLEASE USE ADDITIONAL PAPER IF NEEDED****