*Bride’s Book Weddings*

# PLANNING MADE EASY*: PLANNER*

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| **PLANNER:** topics to cover | **1** | **2** | **3** |
| **CONTACT INFO:**NAMEPHONEE-MAILWEBSITE |  |  |  |
| **DATE:**IS MINE AVAILABLE?  |  |  |  |
| WILL YOU PERSONALLY BE THERE ON THE DAY OF MY WEDDING? |  |  |  |
| **EXPERIENCE:**CAN I SEE A PORTFOLIO OF YOUR WORK? |  |  |  |
| HOW MANY WEDDINGS OF MY SIZE AND BUDGET HAVE YOU PLANNED? |  |  |  |
| HAVE YOU WORKED AT THE VENUE OR WITH THE VENDORS I HAVE IN MIND?  |  |  |  |
| WHAT ARE YOUR RELATIONSHIPS WITH THEM? |  |  |  |
| HOW MANY WEDDINGS DO YOU HANDLE EACH MONTH? |  |  |  |
| ARE YOU PLANNING OTHER WEDDINGS ON THE SAME DAY OR WEEKEND AS MINE? |  |  |  |
| IS THIS YOUR FULL-TIME JOB? |  |  |  |
| CAN YOU PROVIDE REFERENCES? |  |  |  |

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| **PLANNER:** | **1** | **2** | **3** |
| **PAYMENT:**WHAT IS YOUR FEE AND PAYMENT SCHEDULE? |  |  |  |
| IS IT A FLAT FEE, A PERCENTAGE OF THE WEDDING, AN HOURLY RATE, ETC? |  |  |  |
| WHAT IS INCLUDED IN YOUR FEE? ALL PHONE CALLS, MEETINGS, E-MAILS? |  |  |  |
| CAN I SEE A SAMPLE CONTRACT? |  |  |  |
| **RESPONSIBILITIES:**WILL YOU HELP PLAN THE REHEARSAL DINNER, POST-WEDDING BRUNCH, OR SHOWER? |  |  |  |
| ARE THERE ADDITIONAL FEES FOR THESE PARTIES? |  |  |  |
| WILL YOU REVIEW VENDOR CONTRACTS WITH ME? |  |  |  |
| WILL YOU MAKE A CHECKLIST OF ALL THE ITEMS I NEED TO ACCOMPLISH? |  |  |  |
| WILL YOU CREATE A TIMELINE THAT TELLS EVERYONE INVOLVED IN THE PLANNING PROCESS WHAT TO DO AND WHEN TO DO IT?  |  |  |  |
| HOW WILL YOU ENSURE THAT EVERYONE STICKS TO THE SCHEDULE? |  |  |  |
| WILL YOU HELP ME FIND MY WEDDING DRESS AND ATTIRE FOR THE OTHER MEMBERS OF THE BRIDAL PARTY?  |  |  |  |

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| **PLANNER:** | **1** | **2** | **3** |
| **RESPONSIBILITIES:**WILL YOU OVERSEE THE DESIGN OF MY INVITATIONS? |  |  |  |
| WILL YOU COUNSEL ME ON ETIQUETTE MATTERS? |  |  |  |
| CAN YOU RUN MY REHEARSAL IF MY OFFICIANT CAN’T BE THERE? |  |  |  |
| ON THE DAY OF THE WEDDING, WILL YOU OVERSEE THE ENTIRE EVENT? |  |  |  |
| DO YOU PROVIDE A WEDDINGDAY EMERGENCY KIT? IF SO, WHAT’S IN IT? |  |  |  |
| WILL YOU COORDINATE DELIVERY, ARRIVAL, AND SETUP TIMES WITH PHOTOGRAPHER, FLORIST, MUSICIANS, CATERER, ETC.? |  |  |  |
| IF I GIVE YOU PAYMENT ENVELOPES, WILL YOU PAY EACH OF MY VENDORS? |  |  |  |
| **STYLE:**HOW WOULD YOU DESCRIBE YOUR DESIGN AESTHETIC? |  |  |  |
| WHO ARE YOUR FAVORITE VENDORS IN THE AREA? |  |  |  |
| WHAT IS YOUR FAVORITE COSTCUTTING TIP? |  |  |  |
| **STAFF:**DO YOU HAVE AN ASSISTANT WHO WILL WORK WITH YOU AT MY WEDDING? |  |  |  |

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|  | **PLANNER:** | **1** | **2** | **3** |
| **STAFF:**CAN I MEET HIM/HER NOW?  |  |  |  |
|  | WHAT WILL YOU WEAR TO MY WEDDING? |  |  |  |
| WHO WILL TAKE OVER FOR YOU IF FOR ANY REASON YOU CAN’T BE AT MY WEDDING? |  |  |  |
| **LOGISTICS:**HOW ACCESSIBLE ARE YOU?  |  |  |  |
| WHAT IS THE BEST WAY TO REACH YOU? |  |  |  |
| HOW OFTEN CAN I EXPECT TO MEET WITH YOU? |  |  |  |
| **NOTES:** |  |  |  |