



Project 2: The Business of Weddings

By: Cindy Vallejo



About Me

Hello,

My name is Cindy Vallejo and I am the proud owner of CV Events.

Congratulations on your engagement! At CV Events I would like to wish I'd like to wish you all the best as you begin to plan a wedding that will be both a reflection and celebration of your love.

My name is Cindy Vallejo and I am the proud owner of CV events. I want you to be enjoying your wedding and not be concerned with details and that's where I can come in and help you. CV Events can assist you in making this day a wonderful and glamorous one. As your wedding planner, I can come in and make your wedding one everyone will talk about. My role as a wedding planner is to relieve stress of planning your wedding and assist you on making this day a memorable experience for you.

I am a Certified Wedding Planner by the Lovegevity's Wedding Planning Institute and I have many years of event planning experience dealing with contracts, budgets, vendors and décor. I can be that person who can guide you through your decision-making of your wedding and alleviate some stress.

I am a dedicated individual and will fully focus on making your day one to remember.

Background Information

Cindy will be graduating from the University of La Verne with her Bachelor of Arts in Communications with an emphasis in Public Affairs. She is an outgoing individual who pay attention to detail and enjoy all aspects in event planning.

If you want to know more about Cindy, go to her website at

www.cindyvallejo.wordpress.com

Take care and enjoy the rest of your day

Sincerely,

Cindy Vallejo

cindy.vallejo@laverne.edu

Wedding Announcement

As a wedding planner, I will assist all of my clients with a save-the-date to formally announcement their wedding.



Package Services

Consultation~ FREE

- 🌸 At the initial meeting with a potential bride for CV Events would take place at a public location such as Starbucks, Panera Bread in which there is Wi-Fi, so I can present visual graphics to my potential client. The cost of the consultation will be free because I want the bride to get to know me and see if I am the right fit for her.
- 🌸 In the initial meeting we will go over:
 - 🌸 Bridal Client Profile Data Sheet
 - 🌸 Frequently Asked Questions
 - 🌸 Wedding Packages
 - 🌸 Wedding Planner Questions
 - 🌸 Preferred Vendor List

At the bride's consultation, I will be providing her the following:

- 🌸 Business Card
- 🌸 Service Packages
- 🌸 Picture Gallery
- 🌸 Credentials

Day of Coordination~ \$550

*50% required at contract signing will secure date of wedding.

This package allows the bride to be able to be a guest at her wedding. The wedding planner will start managing the wedding a month and a half before the date. This package will include supervision of the wedding, ceremony rehearsal and activities leading up to the wedding.

Day of services includes, but not limited to:

- 🌸 Review and coordination of all vendor contracts
- 🌸 Meetings prior to wedding(utilize up to 8 times)
- 🌸 Coordinate rehearsal (up to 3 hours)
- 🌸 Direct the rehearsal and ceremony
- 🌸 Wedding itinerary management
- 🌸 Wedding Day Emergency Kit
- 🌸 Unlimited phone and email questions
- 🌸 Complete management and coordination services on day of wedding

Day of Coordination w/ Advising— Starting at \$1000

*\$200 due at the signing of contract

This package allows the bride to receive some advising of how to book vendors, budgeting, and suggestions about details of the wedding. The wedding planner will be able to get the bride started on her voyage of planning her own wedding with all the tools necessary.

This option includes the following services:

- 🌸 Provide wedding day itinerary
- 🌸 Review and coordination of all vendor contracts(a month and a half)
- 🌸 Meetings prior to wedding(utilize up to 8 times)
- 🌸 Coordinating the rehearsal, wedding ceremony, and reception.
- 🌸 Wedding itinerary management
- 🌸 Wedding Day Emergency Kit
- 🌸 Unlimited phone and email questions
- 🌸 Complete management and coordination services on day of wedding
- 🌸 Provide bride with a list of referred vendors.
- 🌸 Provide bride with budgeting recommendations such as programs to use, ways to be cost efficient, etc.



Full Coordination - %10 of Wedding Budget starting at \$1,200

*\$200 required with signed contract

For the busy bride who wants help planning her wedding from the very beginning to the very end and all the details that will fall in between.

This all inclusive package includes:

- Budget creation
- Establishing a planning timeline
- Organize visitation of and advice on site selection (up to 3 sites).
- Provide Vendor recommendations, collect quotes and review contracts.
- Attend vendor meetings
- Create wedding day itinerary.
- Provide décor, floral recommendations
- Create floor plan/ seating chart.
- Help the bride made bridal decisions
- Manage the ceremony rehearsal, ceremony and reception
- On-going updates in wedding trends and creative ideas as needed.
- Confirmation on vendor arrangements.
- Wedding planner will arrive for set-up and take-down of the wedding.
- Facilitate timing in accordance with the itinerary (formal introductions, cake cutting, etc.).
- Wedding Day Emergency Kit

Event Planning

We can provide a tailored package for your corporate event, Charity event, Birthday, Anniversary, or Bridal Shower. Services include: Design Boards, Decorating Setup/breakdown, vendor coordination, and more. We can create the perfect package to fit your needs and budget.

Additional Services

- Coordinate rehearsal dinner
- Coordinate Bridal Shower
- Hotel Accommodations for Bride and Groom- prepare hotel room with roses, chocolate, and champagne

Business Forms



Contract

CV Events
Cindy Vallejo
949.591.5072
Cindy.vallejo@laverne.edu

Today's Date: _____

Date of Wedding: _____

Client Name: _____

This consulting and service agreement is entered into as of the date set forth above by and between The CV Events and _____ (Client) for the purposes of providing to Client wedding consulting and management services in accordance with the terms and conditions as described herein.

SUMMARY OF SERVICES: CV events will provide professional contracting and management of Client approved or selected vendors and research services and venues for Client's wedding. The Company may also hire or contract other wedding services professionals as needed. The Company will obtain competitive quotes for Client requested services, items and venue and will gain Client approval prior to contracting vendors or providers.

PAYMENT TERMS: A \$200 deposit shall be paid upon signature of this agreement and is nonrefundable. This amount will be deducted from the final balance. The final balance is due no later than 14 days before day of wedding.

CANCELLATION/TERMINATION: In the event Client's wedding is cancelled or services are terminated for any reason the deposit is non-refundable. Any additional services that have been contracted or paid will be the responsibility of the Client. If cancellation or termination is within 50 days of the wedding date Client is responsible for 100% of the fees described herein. If cancellation or termination is within 120 days of the wedding date Client is responsible for 70% of fees described herein.

ADDITIONAL SERVICES: Any services required in excess of those agreed on in this contract will be charged to Client 14 days before the wedding date.

TRAVEL: Local wedding packages include travel of up to 15 miles outside Laguna Hills, CA. Additional mileage charge can be up to \$.055 per mile.

LIMITATION OF LIABILITY: In the event of an act of nature or other uncontrollable circumstances cause a vendor to be unable to provide the agreed-to service, Client will not hold Company liable. Any cancellation or breach of contract which requires the adjudication of this contract shall conclude in the prevailing party receiving all reasonable attorney fees.

LOST AND STOLEN ITEMS - Company shall not be responsible for lost, stolen or damaged accessories, gifts or bridal party or guest's belongings. In addition, all rentals, including florist's property or additional vendors' property are the sole responsibility of each individual vendor.

Vendor referrals - A CV events shall not be held liable for any errors, acts or omissions on their part.



SERVICES AND TIMING: A preliminary wedding day timeline will be constructed at our final detailing meeting 4 to 5 weeks prior to the wedding day. The timeline will be sent to the venue and all vendors 1 week prior to the wedding day.

The list of services checked have been agreed upon between Company and Client and any additional services required will be added and billed upon Client's request and approval.

_____ (Initial) I give A CV events permission to submit my wedding information and professional photos for publication to be featured as a "real wedding" (online blogs, wedding magazines, etc.) This information can include photos taken by your photographer, wedding date, location, vendors used, description of theme, etc.

_____ (Initial) I give CV events permission to post images taken at my wedding on their website of social media pages.

_____ (Initial) I give CV events permission to have potential clients contact me as a reference. CV events agree to inform you before the potential client is to contact you and will ask your preference of how they are to contact you (phone or email).

_____ (Initial) If the CV events wedding planner is at all mistreated emotional, mentally or physically the wedding planner has the option of terminating services with non-refundable deposit and payments already made, future payments will be canceled.

Client agrees to pay CV events the total sum of \$_____ for wedding planning services as described in the letter of agreement. A \$200 payment shall be paid upon execution of this agreement and remaining balance is due 2 weeks prior to the event. The \$200 dollar payment shall secure the wedding date

Client (print name)

Client (signature)

Date

Client (print name)

Client (signature)

Date

Cindy Vallejo

Wedding Planner (signature)

Date



Bridal Data Sheet

I would like to employ the services of _____ for:

1. Full Service: _____
2. "Day of" Service: _____
3. "Day of" w/ advising: _____

Please sign here for the day of service agreement:

Please fill out the following information completely:

Bride's Name:		
Wedding Date:	City of Wedding:	
Street Address/PO Box:		
City:	State:	Zip:
Phone:	Work Phone:	
Email:	Budget:	
Number of Guests:		
Indoor:	Outdoor:	
Seated:	Buffet:	
Specific Requests:		
Groom's Name:		
Phone:	Email:	
Notes:		

Please choose the category or categories you are interested in getting more information from to help plan your wedding:

Bridal Shops	Alterations	Looking Good	Wedding Cakes	Reception Hall
Decorations	Invitations	Gifts	Florists	Rental
Hotel Accommodations	Officiant	Ceremony Sites	Consultants	Limousine
Photographer	Videographer	Jewelry	Honeymoon Packages	Tuxedos
Events	Specials	Real Estate	Insurance	Loan Information
Relationship Education	Lovegeivity Newsletter	Subscriptions	Entertainment – Type:	

Provide payment information below **only** for the reservation and payment of wedding "Day Of" services.

Authorized Signature:			Date:
Visa	MasterCard	AMEX	Discover
Card#:		Exp. Date:	

Bridal Profile Questionnaire

1. Name of Bride-to-be:

a. Date of birth:

2. Name of Groom-to-be :

a. Date of birth:

3. Current Address:

4. Future Address:

5. Age:

- a. 18 – 24
- b. 25 – 30
- c. 31 – 35
- d. 36 – 45
- e. Over 45

7. City of Wedding:

8. Wedding Date:

9. Time of Ceremony:

10. Time of Reception:

11. Cultural Wedding?:

12. Wedding Budget:

- a. Under \$10,000
- b. \$10,001 - \$15,000
- c. \$15,001 - \$20,000
- d. \$20,001 - \$25,000
- e. Over \$25,000

13. Number of guests:

a. Used for price per person estimates, such as invitations, catering, and cake.

14. What type of wedding is planned?

- a. Very Formal c. Semi-Formal e. Other
- b. Formal d. Informal

15. What are two words best describes your wedding day vision(Suggestions are below):
(Elegant, Simpl, Party, Celebration, Traditional, Romantic, Sophisticated, Glamorous,
Contemporary, Vintage, Magical, Festive, Conservative)

18. How many bridesmaids, including the Maid of Honor?

- a. 1-3
- b. 4-6
- c. 7-10
- d. 10 or more

19. How many groomsmen not including Best Man?

- a. 1-3
- b. 4-6
- c. 7-10
- d. 10 or more

20. Will you have a flower girl/s? If so, how many?

- a. 1-2
- b. 3-4

21. Will you have a ring bearer?

- a. Yes
- b. No

22. What is your primary color ?

23. What is your secondary color?

24. What is your metal?

Rundown of the Consultation

General Questions:

- 🌸 Is there anything I should know about your family prior to coordinating your event? In order for me to fully be at service to you and making your day that much perfect.
- 🌸 Parents Divorced?
- 🌸 What is your theme?
- 🌸 What kind of flowers do you like?

Stationery Item Questions:

- 🌸 Are your save-the-dates ordered?
- 🌸 Do you have your invitations ordered?
- 🌸 Do you have thank you cards ordered?

Transportation:

- 🌸 What kind of transportation if any will you be having from and to the ceremony, reception.

Ceremony Questions:

- 🌸 Do you know where you are going to have your ceremony?
- 🌸 Are you doing a candle or sand unity?
- 🌸 Are you doing your own vows?
- 🌸 Do you have music picked out?
- 🌸 Who will be walking you down?
- 🌸 Are the flower girl and ring bearer able to walk down by themselves?
- 🌸 Decorations?

Cocktail Reception

- 🌸 Will you be having one?
- 🌸 If so what music, catering, bar service

Reception

- 🌸 Where is your reception taking place? Indoor?Outdoor?
- 🌸 Do you have songs picked out for your Grand Entrance? Bridal Party?Father Daughter Dance?Mother and Groom Dance, Money Dance, Cake cutting?
- 🌸 Decorations

Catering:

- 🌸 Is your food being plated or buffet style
- 🌸 Bar Service?



Vendors:

- 🌸 Do you have photographers booked? If so how many?
- 🌸 Do you have music entertainment booked? If so what music entertainment
 - Disc Jockey
 - Band
- 🌸 Do you have your cake booked?
- 🌸 Do you have any other vendors you will like to book?

Appreciation

- 🌸 Do you have any favor items for your guest?

Marriage Requirements

GENERAL INFORMATION:

- ◆ You do not need to be a California resident to marry in California.
- ◆ To marry in California, the two parties to the marriage may not be already married.
- ◆ Marriage by proxy is **NOT** allowed in California. Family Code, Section 420(a) requires the two parties, marriage officiant, and witness if applicable, be physically present together in the same location for the marriage to be performed.
- ◆ Blood tests are **NOT** required to obtain a marriage license in California.
- ◆ Both parties must appear in person and bring valid picture identification to the County Clerk's Office to apply for a marriage license in California. Valid picture identification is one that contains a photograph, date of birth, and an issue and expiration date, such as a state issued identification card, driver's license, passport, military identification, etc. Some counties may also require a copy of your birth certificate.

If you have been married or in a State Registered Domestic Partnership (SRDP), you will need to know the specific date your last marriage or SRDP ended, and how it ended (Death, Dissolution, Divorce or Nullity). Some counties may require a copy of the final judgment if your previous marriage or SRDP ended by dissolution or nullity. An RDP need not be dissolved prior to the issuance of a marriage license if the parties to the RDP and the parties to the marriage are identical

- ◆ Marriage licenses are valid for 90 days from the date of issuance. If you do not get married within 90 days, the license will no longer be valid. **You must purchase a new license.**
- ◆ Many County Clerks in California perform civil marriage ceremonies in their offices. For further information regarding civil marriage ceremonies, please contact the County Clerk's Office directly to see if they provide this service.
- ◆ California Family Code, Section 400 states the persons authorized to solemnize marriage ceremonies in California are as follows:
 - φ A priest, minister, or rabbi of any religious denomination.
 - φ A judge or retired judge, commissioner of civil marriages or retired commissioner of civil marriages, commissioner or retired commissioner, or assistant commissioner of a court of record in this state.
 - φ A judge or magistrate who has resigned from office.
 - φ Any of the following judges or magistrates of the United States:
 - φ A justice or retired justice of the United States Supreme Court.
 - φ A

- ⊕ judge or retired judge of a court of appeals, a district court, or a court created by an act of Congress the judges of which are entitled to hold office during good behavior.
 - ⊕ A judge or retired judge of a bankruptcy court or a tax court.
 - ⊕ A United States magistrate or retired magistrate.
 - ⊕ A legislator or constitutional officer of this state or a member of Congress who represents a district within this state, while that person holds office.
- ◆ All fees and hours of issuance for a marriage license may vary by county. Please contact the County Clerk/Recorder's Office directly to find out this information. Information regarding contacting the County Clerk/Recorder may be obtained by clicking the following link: <http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CountyRecorderOffice.aspx>
 - ◆ The person solemnizing the marriage must return the original marriage license to the **County Clerk or County Recorder as applicable** within 10 days of the date of the ceremony. Addresses should be on the county site.
 - ◆ You will **NOT** receive a copy of your marriage license after you have been married unless you request and pay for a certified copy from the **County Clerk or County Recorder as applicable**. You may access an application to request a certified copy of a marriage certificate at the following link:
<http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CertifiedCopiesofMarriageandDivorceRecords.aspx>
 - ◆ **ALL** information on the marriage license **MUST** be legible, unambiguous and reproducible. **DO NOT** change any information on the license, cross out information, use white out, etc., as that will require the payment for and issuance of a duplicate marriage license. Contact the County Clerk's Office if you have questions about completing the marriage license and/or incorrect information contained on the marriage license.

Bridal Party Checklist

Maid of Honor:

- Be ready for pictures on wedding day.
- Help the bride compile the list of addresses that will be needed for the wedding invitations.
- Help the bride by going dress shopping, mostly to make sure the dress will arrive in time. Also help pick out the bridesmaids dresses.
- Attend the rehearsal and rehearsal dinner; help remember final key steps to assuring the wedding day goes as plan and on track.
- Host the bachelorette party
- Help the bride with the veil.
- Holds the Groom's ring during ceremony.
- Holds the bride's bouquet during the ceremony.
- Help things stay on time during rehearsals and wedding day.
- Pays for own maid of honor dress and accessories as well as transportation.
- Help bride with wedding favors, organizing and creating.
- Provide a special gift for the couple.
- Be on time for hair and makeup.
- Sign the marriage license as a witness after the ceremony.
- Prepare for a toast during reception- clear and concise

Extra Notes:

Best Man:

- Attend rehearsal and rehearsal dinner.
- Holds the bride's wedding band during ceremony.
- Helps groom's with pre-wedding activities.
- Plan the Bachelor party for the groom and groomsmen.
- Make sure all ushers are informed of the timeline and duties.
- Helps welcome guest during the reception.
- Makes the first toast during the reception.
- Keep the groomsmen in order and on time.
- Help the groom choose the attire.
- Sign the marriage license as a witness after the ceremony.
- Help the ring bearer, instruct.
- Escort the maid of honor down the aisle when ceremony ends.
- Write best man toast/speech.
- Be available for pictures on wedding day.

Extra Notes:

Bride's maids:

- Be ready for pictures on wedding day.
- Attend the rehearsal and rehearsal dinner; help remember final key steps to assuring the wedding day goes as plan and on track..
- Pays for own bride's maid dress and accessories as well as transportation.
- Help bride with wedding favors, organizing and creating.
- Be on time for hair and makeup.

Extra Notes:













Groom's men:

- Attend rehearsal and rehearsal dinner.
- Helps welcome guest during the reception.
- Escort the bride's maids down the aisle when ceremony ends.
- Be available for pictures on wedding day.






Extra Notes:

Wedding Planning Timeline







12 Months Before – by Date ____/____/____

-  *Arrange for families to meet*
-  *Attend consultation with wedding planner*
-  *Complete Wedding Registration Form*
-  *Select bridal party and other attendants. Rule of thumb is one usher per 50 guests.*
-  *Purchase wedding etiquette information. (Wedding Etiquette by Peggy Post)*
-  *Finalize wedding date.*
-  *Prepare budget.*
-  *Book ceremony venue and pay deposit.*
-  *Book reception venue and pay deposit.*
-  *Determine if venues require proof of liability insurance, and if so , make arrangements*
-  *Prepare list of guests to attend*
-  *Coordinate engagement party*





10 – 11 Months Before- by Date ____/____/____




-  *Determine customs and/or traditions, personalized vows, readings and/ or exchanges you want to include in the ceremony(lighting of unity candle, flowers to mother, etc.)*
-  *Meet with wedding officiant*
-  *Book caterer*
-  *Book musicians for the ceremony and reception(soloist,, organist, band or DJ.*
-  *Book photographer and videographer*

8- 9 Months Before-by Date ____/____/____








-  *Book florist*
-  *Book cake designer/baker*
-  *Book transportation for wedding and related events*
-  *Sign up for premarital counseling, if required or desired*
-  *Bride to select and purchase wedding dress, headpiece/veil, shoes, lingerie, and accessories.*
-  *Bride select bridesmaid and flower girl dresses and accessories*

6- 7 Months Before- by Date ____/____/____














-  *Make arrangements to have bridesmaids and flower girl fitted with dresses*
-  *Have mothers of Bride and Groom select their dresses*
-  *Sign up with a gift registry and select desired gifts*
-  *Book calligrapher*
-  *Book rentals such as tents, tables, chairs, linens, china, glassware, cake knife, toasting glasses, candelabras, etc. as required or requested*
-  *Send any required deposits to vendors and suppliers*
-  *Book honeymoon and update passports, obtain visas and any inoculations required*

-  Reserve rooms for out-of-town guests(if requested)
-  Review all vendor/supplier contracts
-  Send Save-the-Date cards













5 Months Before-by Date___/___/___

-  Order invitations, RSVP cards, thank you cards, etc.
-  Select and order all flowers
-  Plan reception including finalizing theme, décor, etc. Select favors, table centerpieces, decorations, candles , etc.
-  Finalize ceremony and reception music selections
-  Provide music requests and lists to all musicians
-  Finalize wedding invitation list
-  Have engagement photo taken for use in newspaper wedding announcements, your website, or programs

4 Months Before- by Date___/___/___

-  Review budget and checklists to ensure everything is on track
-  Select wedding rings and arrange for engravings
-  Groom to select and get fitted for tuxedo or alternative formalwear and shoes
-  Have groomsmen (and ring bearer and ushers, if applicable) fitted for tuxedos or alternative formalwear including shoes
-  Meet caterer for tasting and review menu options
-  Order wedding cake and Groom's cake (if desired)
-  Arrange for emcee or other speakers (l.e. individuals making toasts) at the reception
-  Select and arrange with individuals to handle guest book
-  Select and arrange with individuals to hand out programs
-  Talk to maid of Honor and Best Man about a bridal shower and bachelor party
-  Book honeymoon suite for wedding night
-  Book suite to get ready in on the day of the wedding, if applicable
-  Arrange for planning of a rehearsal dinner and day after wedding brunch, if desired

3 Months Before- by Date___/___/___

-  Bride to make all appointments for hair, make-up, and manicure/pedicure
-  Bride and Groom to get blood tests and/or medical examinations, if required
-  Provide caterer with food/menu and beverage selections
-  Plan additional liquor needs, if required
-  Select any readings (and readers) for the ceremony
-  Meet with the officiant to review ceremony and finalize vows
-  Determine what customs and/or traditions you would like to include at the reception, such as formal cake cutting, toasts, etc.
-  Finalize time and location of rehearsal
-  Prepare maps, directions, information sheets, and hotel recommendations for out-of-town guests
-  Prepare wedding program. Wedding weekend itinerary, and wedding day schedule
-  Obtain wedding invitations
-  Provide wedding list to calligrapher

- ✿ *Meet with stationer to have invitations, RSVP Cards, thank you cards, itineraries, programs, menus, and any accessories printed*

2 Months Before – by Date ____/____/____

- ✿ *Pick up and mail out wedding invitations (together with RSVP cards, etc.)*
- ✿ *Contact booked venues to confirm arrangements and arrange to pay balances due, as required*
- ✿ *Bride and bridesmaids attend follow-up wedding attire fittings*
- ✿ *Prepare information and instruction sheets for all members of the bridal party and for all vendors*
- ✿ *Prepare guest list for shower and give to Maid of Honor*
- ✿ *Prepare guest list for Groom's get together and give to Best Man*
- ✿ *Bride to select going away outfit*

1 Month Before- by Date ____/____/____

- ✿ *Obtain marriage license (within legal time period)*
- ✿ *Track gifts received and send out thank you cards*
- ✿ *Pick up wedding rings and ensure proper fit*
- ✿ *Provide photographer with list of photos to be taken*
- ✿ *Provide instructions to videographer*
- ✿ *Confirm music lists and arrangements with musicians*
- ✿ *Confirm rental requirements and drop-off times*
- ✿ *Pick up any ceremony or reception accessories not provided by the rental company or caterer (candles, goblets, ring pillow, guest book, cake knife, etc.)*
- ✿ *Purchase gifts for bridal attendants, parents, ushers, and each other*







3 Weeks Before-by Date ____/____/____

- ✿ *Follow up with guests who have not sent in an RSVP*
- ✿ *Prepare seating plan for reception*
- ✿ *Prepare name plates/seating cards*
- ✿ *Bride to go in for trial hair and make-up appointments and confirm wedding day appointments*
- ✿ *Prepare a wedding reception toast/speech*






2 Weeks Before -by Date ____/____/____

- ✿ *Provide wedding day schedule and instructions to all appropriate vendors*
- ✿ *Phone to confirm all arrangements with vendors and suppliers one more time*
- ✿ *Bride and bridesmaids pick up their gowns/dresses and all accessories (including veil and/or headpiece, shoes jewelry, etc.*
- ✿ *Pick up tickets, itinerary, traveler's checks, etc. for honeymoon*
- ✿ *Arrange for bridesmaids luncheon and give gifts to attendants*
- ✿ *Arrange for groomsmen get together and give gifts to attendants*
















1 Week Before – by Date ____/____/____

-  *Provide caterer with final numbers for reception*
-  *Confirm the rehearsal date and time with all members of the bridal party and all others assisting with the wedding (such as officiant, parents, photographer, videographer, musicians, etc.*
-  *Plan where wedding gifts that are received on day of wedding are to be dropped off*
-  *Prepare envelopes addressed to various vendors to pay final fees*
-  *Pack for honeymoon including clothes, toiletries, tickets, passports, visas, maps, guidebooks, traveler's checks, money, etc.*
-  *Pack their going away outfits, wedding night, and next day clothes and toiletries*

2 Days Before – by Date ____/____/____

-  *Groom and his attendants pick up tuxedos/formalwear*
-  *Give gifts to parents and each other*
-  *Pack all items you need to bring to the wedding ceremony (such as guest book and pen, marriage license, ceremony programs, candles, emergency kit, special ceremony or cultural items, etc.*
-  *Drop off all reception favors, table centerpieces, cake knife, toasting goblets, candles, etc. at reception venue so they can be set up prior to reception*
-  *Confirm early meeting times with bridal party for the wedding day*

Day Before – by Date ____/____/____

-  *Attend rehearsal*
-  *Hand out wedding schedule, itineraries, and instructions to all members of the bridal party and any others involved with the wedding such as ushers, parents, photographer, videographer, officiate, musicians, etc.*
-  *Provide seating details to ushers*
-  *Bring ring bearer's pillow and provide to individual responsible for the ring bearer*
-  *Give Bride's ring to Best Man*
-  *Give Groom's ring to Maid of Honor*
-  *Oversee the decorating of the ceremony and reception venues*
- Day of Wedding (Prior to Ceremony)*
-  *Bring charged cell phone with you for the day*
-  *Bring your checklists, schedule, list of vendors and contact information*
-  *Make sure Bride and Groom eat*
-  *Oversee and coordinate with venue manager, musicians, photographer, videographer, officiate, florist, decorator, and transportation. Bring marriage license, guest book and pen, programs, and candles (set up everything)*
-  *Bring emergency kit in case needed*
- Day of Wedding (Ceremony & After)*
-  *Attend and oversee ceremony (including processional, recessional, and receiving line after ceremony)*
-  *Provide final payment checks to all ceremony vendors/suppliers*
-  *Collect marriage license, candles, guest book and pen, extra programs, and anything left behind after the ceremony*

- Attend photo taking after ceremony and coordinate with photographer

Day of Wedding (Reception)

- Oversee and coordinate with venue manager, caterer, musicians, DJ, cake designer, photographer, videographer, etc.
 - Coordinate and oversee reception receiving line
 - Provide final payment checks to all reception vendors/suppliers
 - Coordinate first dance(s) cake cutting, bouquet throwing, garter toss, etc.
 - Collect all wedding gifts and cash received at reception and deliver them to predetermined location
- After the Wedding*
- Drop off wedding dress at cleaners
 - Return Groom's formalwear attire
 - Arrange for pressing of flowers
 - Send wedding announcement to the newspaper
 - Send thank you cards for gifts
 - Sent out change of address cards
 - Ensure you get marriage license

Vendors

Transportation

- Alliance Bus Lines
- Lion Express

Photo booths

- Shutter Booth
- Green Screen Entertainment

Miscellaneous

- Balloon Artist- Nolan Kim
- Caricaturist-George Fernandez
- Face painting- Lilly Walters
- AG Concessions

Rentals

- The Fun Company

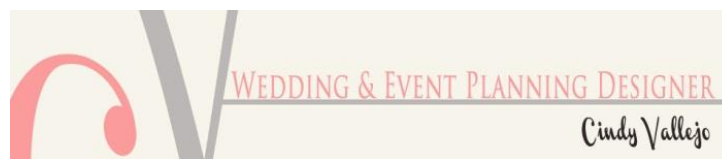
Party Supplies

- Oriental Trading

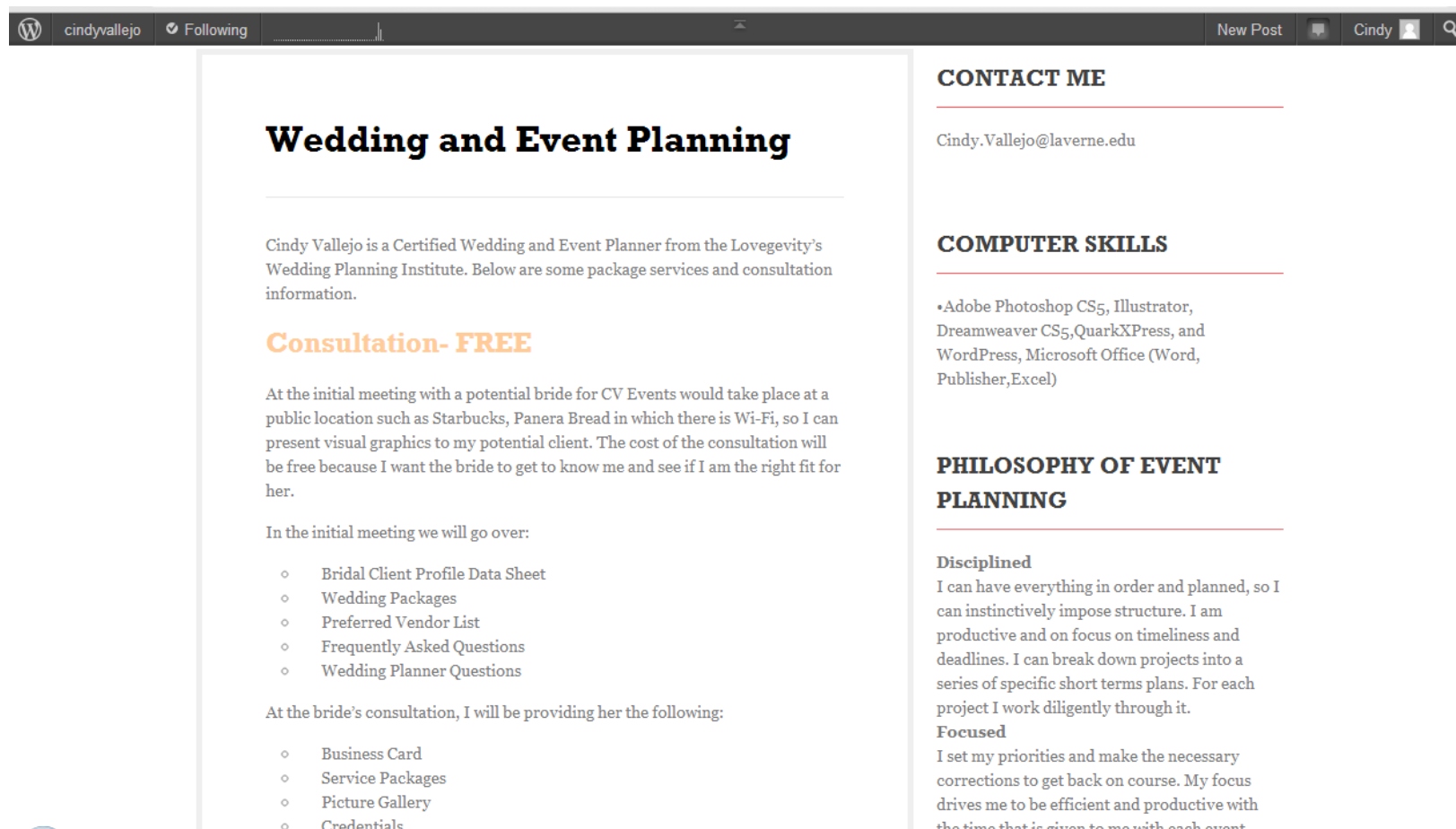
Promotional Items Company

- Public Identity
- Corporate Gift Services

Personal Marketing



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Business Card