

Camden Parks
1/4/15
ENGL 400 - Smith
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Wedding Planning Proposal Form

Project Information

1. Planning a wedding is a huge, long project. There are many weddings that go on every single day, and none of them would be possible without a little planning. Weddings have huge details like venues and guests lists, but they also have very small details like colors and flowers. I have completed two internships that were centered around planning weddings and I loved every minute of it. It takes a lot of planning and organization to make things go smoothly. It is also important to respond quickly during crises and to work out last minute details without panic. The main point of being a wedding planner is to make the bride's dreams come true. If the bride is smiling at the end of the wedding, I know I did my job.
2. The purpose of this proposal is to prove to brides that I am the best choice for their weddings. There is no such thing as a long-term contract in wedding planning. I will constantly be looking for new clients to fill my schedule with. A proposal can help me to stand out from other wedding planners. It gives me a way to give information out about my services and prices, as well as brag on my experience. All future information is made up and will be changed in the future for each new bride that I come in contact with.

Cover Letter

Dear Miss Smith,

First off, I would like to congratulate you on your engagement! I also want to thank you for contacting me about planning your upcoming wedding in October. I would be honored to coordinate this special day for you.

I would like you to know that I have a staff of five other women. Each woman that I employ has five plus years of service in the wedding planning industry. This means that we all have experience, but are new enough to know what fun things are in the market nowadays. Trends change by the year, and we always make sure to stay up to date. From the moment you become our client, your needs come first. You will have constant access to all six of us at any time you may need us. We will always make sure that you feel well taken care of.

I understand that your wedding is coming up in October. That is generally a very busy time period for weddings, usually because of the perfect weather. I would like to let you know that October weekends book up pretty quickly, so I encourage you to place your deposit so we can begin planning for you immediately.

Your day is our top priority. On your special day, we will make sure that every little detail is in place and that you will have nothing to worry about. We have plenty of experience in making sure that all your dreams and wishes come true. I am more than happy to send you portfolios of past weddings that my team and I have coordinated if you feel that would make you more comfortable. My job is not done until you leave your venue smiling. Please call me with any questions or concerns you may have.

Sincerely,

Camden Parks, Owner
C.Parks, Inc.
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Raleigh, NC 27705
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www.cparksweddings.com

What To Expect

- We are available all day, every day.
 - We will never not answer a phone call, text, or email that you send us. We are available 24/7 until your wedding is over. You will be assigned one of the six women that I mentioned that is best matched to plan your specific wedding.
- We handle everything.
 - This includes contacting all venues and entertainment, dealing with contracts, sending out money, scheduling for the bridal shower and rehearsal dinner, and all set-up and clean up after the wedding.
- No hidden fees.
 - Many places will charge for each service that they provide, and it's usually hidden in small print in the contract. With us, you will know every single fee up front and we will never charge you for something that we have not discussed.

Services Provided

- Helping to find and reserve venues for the rehearsal dinner, the ceremony, and the reception.
 - We have all of the local hot spots and can fit just about any criteria that you may have.
- Gift baskets.
 - The bride and groom are sent a gift basket the day after the wedding to their hotel room from us.

- Emergency kits on the Big Day.
 - Each bathroom will be supplied with emergency items for guests, wedding party, and of course the bride and groom. The kits will include toothbrushes, toothpaste, Tide To Go sticks, Advil, feminine products, gum, mints, and lots of other goodies, free of charge.
- Booking catering and entertainment.
 - One thing less that you have to worry about!
- Printing engagement announcements, invitations, programs, napkins, place cards, and thank you notes.
 - We give you plenty of choices to choose from and we make sure it all stays within your budget.
- Transportation services.
 - We can arrange to have you picked up in any transportation you choose. We have options ranging from limos, to old time cars, all the way to horses if that's what you're into!
- Honeymoon Packages
 - We also help you to plan your perfect honeymoon with your brand new honey! There is a small extra fee associated with this, but we have many option and places for you to choose from!

Timeline

A Year Before Your Wedding:

- Start a budget
- Hire wedding planner
- Pick a date and time
- Start the guest list
- Start looking for venues
- Throw engagement party

Eight to Ten Months Before Your Wedding:

- Order gown
- Plan reception food
- Pick entertainment
- Book wedding professionals
- Reserve accommodations for out of town guests
- Register for gifts

Six to Eight Months Before Your Wedding:

- Book ceremony musicians
- Order bridesmaid dresses
- Start planning honeymoon

- Send save the date cards

Four to Six Months Before Your Wedding:

- Order invitations
- Find and book cake designer

Three Months Before Your Wedding:

- Order cake
- Attend your wedding shower
- Rent men's formalwear
- Hire wedding transportation

Two Months Before Your Wedding:

- Mail your invitations
- Write vows
- Book hairstylist and makeup artist

One Month Before Your Wedding:

- Apply for marriage license
- Have final gown fitting
- Create wedding program

Two Weeks Before Your Wedding:

- Call RSVPs that have not been received
- Give "must-have" shots list to photographer
- Give final song list to DJ

One Week Before Your Wedding:

- Give final headcount to all vendors
- Plan seating chart
- Print table and place cards
- Call wedding vendors to confirm arrangements

Two to Three Days Before Your Wedding:

- Pick up formalwear for groom
- Give all favors, menus, place cards, and other items to reception site manager

Day Before Your Wedding:

- Give wedding professionals an emergency phone number to call on the Big Day
- Write checks to all unpaid vendors and hosts

Night Before Your Wedding:

- Rehearsal ceremony

- Give marriage license to officiant
- Rehearsal dinner

Day of Your Wedding:

- Give wedding bands to best man and maid of honor
- Give checks and money to all unpaid vendors
- Assign an emergency contact

Post-Wedding:

- Prearrange for someone to return rentals
- Write and send thank you notes for gifts and vendors

Prices

- Full Wedding Package - \$1,000
 - The Full Wedding Package comes with everything included in the services section. This package is reserved for brides who want a planner from start to finish. This package is great if you need creative help, work full-time, or need someone to help you de-stress!
- Six Month Service - \$600
 - The Six Month Service comes in handy if you just need help with booking venues and keeping on track with the timeline. It includes everything except help with the wedding dress since that needs to be done at least eight months ahead of time. Printing services will be available but limited due to time constraints.
- Day Of Service - \$300
 - The Day Of Service is perfect for those brides that just want help on the Big Day. It includes the gift baskets and emergency kits from the services section. This package will work great for you if you just want to relax and have everything taken care of on the actual day of your wedding. My team will make sure that vendors are paid, timelines are followed, and your day goes by without a hitch.
- Honeymoon Package - \$100
 - While we are taking care of your wedding, let us handle your honeymoon, too! Whether you want a cold and snuggly getaway or a hot and steamy beach vacation, we will have you covered! No one likes to search and find hotels, resorts, and excursions. Let my team handle all your honeymoon needs. Near or far, we are very cultured in finding the cheapest and safest options for you and your soon-to-be partner. This package includes finding your resort, booking your flights, resort, and excursions, and putting together a package of all the information. It is all based off exactly what you and your partner want. All fees will be paid to us, including the \$100 deposit fee.