



Lovestruck
Event Planning

BUSINESS PLAN

Our innovative design concepts and medley of services are intended to provide clients with several options to help meet each need and want they desire for their momentous event from 'Yes!' to 'I Do!'

About Us

*Hello, my name is Christine Brown and I am the owner the exclusive wedding and event planning for Kansas City and surrounding areas. Our mission is to provide client's with innovative design conceptions and medley of services intended to provide clients with several options to help meet each and need and want they desire for their momentous event from "Yes!" to "I Do!"
Let's get started!*

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Executive Summary

We, at Lovestruck Event Planning, look forward for an opportunity to create a signature event for your special occasion in Kansas City and surrounding areas. Our first initial consultation will be held in a private meeting room at ecafe in the new collaborative workspace building in Overland Park, Kansas. This location provides the warmth and inviting environment that allows us to discuss your special event while you enjoy a complimentary drink from the coffee shop next door.

During the first section of the meeting, we will openly discuss your dream vision you have for your event and any questions you may have. Prior to our consultation, you will receive an email with a preference form and questionnaire that will need to be filled out and returned by the initial consultation. We also encourage clients to create a vision board on Pinterest so we can better assist you.

Once we discuss the overall vision and needs of your event, we will review the planning packages and additional services that are available to help customize and accommodate to your specific event. This is a great time to ask any questions or concerns you may have as well.

At the end of the consultation, you will receive a resource packet with contact information and helpful handouts. These will include tips, questions for vendors, checklists, marriage license requirements, party service ideas, and more. Your packet is to help you determine if our coordinating services are a perfect fit for you and your event.

You will receive a proposal the following day with a custom quote pertaining to the information gathered at the consultation. We want your special day to be perfect, so we will hold your event date for 7 days so you have enough time to determine if Lovestruck Event Planning is the right fit.

General Company Description

I am an Emotional Event Experience Expert...

Earning a degree in psychology from Kansas State University has allowed me, Christine Brown, to better understand individual's emotions, actions, and thought processes. When I think of an event planner or event coordinator, I feel that they do not only plan and organize an event, but they provide physical and emotional support as well; that is why I call myself an Emotional Event Experience Expert.

I have focused the last six years of my career to gather a greater understanding of people by working in environments that require experience and knowledge working with people in a creative and high intensity situations. This has allowed me to become a well-rounded event planner with the necessary tools to create signature events with the goal of exceeding client expectations every time.

Future Endeavors For Lovestruck Event Planning

Keeping up on popular trends in the wedding and event industry is vital to the growth of Lovestruck Event Planning. Becoming a Certified Wedding Planner and working on becoming a Master Certified Wedding Planner has allowed me to gain the proper knowledge and experience to create professional events.

Although we are a newly developed company, we have structured our company with strong organizational skills and solid educational success to provide the best event experience for clients. Our new company is also striving to become a member of a highly accredited wedding industry association and the Chamber of Commerce of Overland Park in the next two years.

In the next year, Lovestruck Event Planning will begin building a solid foundation in the Kansas City wedding and event industry by participating in local events and professional development seminars.

Our five year goals include finding a professional office space with allocated space for a showroom. We would also like to expand our services by focusing on additional emphasis on potential wedding design packages.

Ten years down the road, we would love to have a strong and solid team of 10 employees to assist more clients by being more available to offer more additional services. We would also like to successfully expand our services to the Lawrence, Topeka, and Manhattan areas as well.

Products and Services

Lovestruck Event Planning offers a “Day Of” planning package and three planning services based on different selection of needs and wants. All of our packages have been strategically designed to make each clients’ special day memorable and stress free.

Because we guarantee a high level of quality of services for our customers, we focus on providing a variety of options for a whole event. Our additional services provide an approach that is different from our competitors, because it helps create a signature event that is unbelievable and one-of-kind every time.

“DAY OF” PLANNING PACKAGE: \$700

Perfect for those wanting professional assistance **ONLY** on the day of their wedding. We’ll take over the process the last three weeks prior to your wedding, communicate with your vendors, and manage your ceremony and reception. You oversee the details, and we guarantee your special day runs smoothly.

- 2 hour complimentary consultation
- 10 hours maximum consultant’s services on wedding day
- Unlimited email and telephone communication for questions
- Access to preferred vendors
- Guarantee vendors receive final payments and gratuities at end of event
- Confirm and review all vendor contracts and services 2 weeks prior to wedding date
- Venue site walk-thru
- Finalize floor plan and flow
- Finalize seating chart
- Develop wedding day itinerary
- Provide wedding day checklists
- Manage wedding party before and during ceremony
- Supervise floral arrangements for bridal party and family members
- Coordinate rehearsal
- Supervise ceremony and reception set-up
- Arrange programs, ceremony decoration details, escort cards, favors, etc.
- Cue services for ceremony

- Cue services for reception
- Supervision of clean-up
- Provided with wedding emergency kit

THE EMERALD PACKAGE: Wedding Consultant Package: \$350

Great choice for those who just need help getting started, or at any other point where a little assistance is needed. If you are too busy to plan and want to stress less about the “big day” let us make sure everything is in place and ready to go for your ceremony and reception!

- Up to 3 hours of consultation
- Unlimited email and telephone communication
- Access to preferred vendors
- Arrange and attend vendor meetings
- Vendor contract review and management
- Includes a detailed vendor payment schedule
- Act as liaison between wedding vendors and bride and groom
- Assist with potential venue search
- Budget development
- Wedding day itinerary
- Creation of theme, colors, decor for wedding
- Assist with floor plan and flow
- Menu and bar planning
- Provide wedding day checklists
- Oversee and finalize seating chart

THE SAPPHIRE PACKAGE: Partial Planning Consultant Package: \$1750

Need full assistance with your plans, but not wedding day directing services? This is a perfect choice for a bride who wants to be hands on when the design but doesn't want to hassle with all the details with vendors.

- FREE wedding planning packet
- Up to 10 hours of consultation
- Unlimited email and telephone communication
- Access to preferred vendors
- Vendor management before, during and after event

- Receive a complete vision board website
- Monthly support with detailed to-do lists for couple
- Assist with potential venue search
- Venue site walk-thru
- Assist with seating chart
- Finalize and oversee floor plan and flow

THE DIAMOND PACKAGE: All-Inclusive Coordinator Package: \$3500

Too busy to plan the wedding of your dreams? If you are looking for full support on creating and organizing the ultimate wedding, this is the package for you. Besides everything in The Diamond Package, you will also receive complete research on vendors, contract negotiations, meetings, design choices, etc.

- 4 consultations until wedding date
- 12 hours maximum consultant's services on wedding day
- Unlimited email and telephone communication for questions
- Arrange and attend vendor meetings
- Vendor contract review and management
- Includes a detailed vendor payment schedule
- Guarantee vendors receive final payments and gratuities at end of event
- Act as liaison between wedding vendors and bride and groom
- Assist with potential venue search
- Venue site walk-thru
- Budget development
- Wedding day itinerary
- Creation of theme, colors, decor for wedding
- Finalize floor plan and flow
- Menu and bar planning
- Provide wedding day checklists
- Oversee and finalize seating chart
- Coordinate rehearsal
- Cue services for ceremony and reception
- Supervision of clean-up
- Provided with wedding emergency kit
- Set-up hotel accommodations for out of town guests
- Manage wedding party before and during ceremony
- Supervise floral arrangements for bridal party and family members
- Supervise ceremony and reception set-up
- Arrange programs, ceremony decoration details, escort cards, favors, etc.
- Make sure all gifts get delivered to pre-approved designation

PLANNING SERVICES

Consultation [\$50 per hour]

- Plan specific event details for the Bride and Groom

Wedding Day Itinerary [\$300]

- Create a step-by-step “Day Of” timeline

Vendor Coordination [\$400]

- Management of all vendor details

DAY OF SERVICES

Vendor Confirmation [\$70]

- Complete communication with vendors “Day Of”

Wedding Coordinator [\$600]

- “Day Of” directing of all wedding details

Additional Time [\$20 per hour]

- *Ask for more information*

A LA CARTE SERVICES

Wedding Website [\$100]

- Create and design entire website

Invitations [TBD]

- Stuff, stamp, and mail invitations

RSVP Management [\$125]

- Record and manage RSVP's

Gift Management/Thank You Cards [\$100]

- Record and manage RSVP's and keep track of Thank You Notes

Bridal Registry Management [\$100]

- Update and oversee bridal registry

Floor Plan [\$200]

- Design a proper event floor flow

Seating Chart [\$300]

- Organize seating arrangement

Arrange Fittings & Alterations [\$125]

- Set-up appointments

Next Day Tuxedo Return [\$100]

- Return tuxedos directly to vendor

Save The Dates [TBD]

- Create and stuff, stamp, and mail

Ceremony Programs[TBD]

- Design custom programs

Menu Cards [TBD]

- Develop proper menu cards and boards

Escort Cards [TBD]

- Design signature escort display and cards

Candy Buffet and Dessert Table[TBD]

- Signature decoration addition to event

Children Activity Packets[TBD]

- Creative and useful children activities

Wedding Favors [TBD]

- Signature party favors for guests

Custom DIY Decoration [TBD]

- Create one-of-a-kind decorations

Gift Boxes [TBD]

- Great presents for Groom and Bride

PARTY SERVICES

Marriage Proposal Packages [\$150 and up]

- Guide Groom to perfect proposal location

Engagement [\$500 and up]

- Help with announcement and party

Bridal Shower [\$500 and up]

- Help plan and host a memorable shower

Bachelorette [\$350 and up]

- Advise Maid of Honor on party events

Bachelor [\$350 and up]

- Advise Best Man on party events

Rehearsal Dinner [\$400 and up]

- Coordinates rehearsal and dinner agenda

Post-Wedding Brunch [\$400 and up]

- Arrange beautiful thank you and farewells

Baby Shower [\$500 and up]

- Help plan and host a cute shower

Birthday Parties [\$400 and up]

- Theme party planning available

Graduation [\$400 and up]

- Coordinate graduation celebration

Wedding Anniversary [\$500 and up]

- Plan memorable anniversary party or surprise date

Romantic Date Night Packages [\$150 and up]

- Arrange a romantic getaway for two

Market Analysis

Local Wedding Statistics

In the United States the average number of weddings each year is 2,162,416 and the average overall wedding budget is \$26,720.

In Kansas, 6.1 out of 1,000 people will get married this year with an average wedding budget between \$24,000-\$25,000. The average cost per guest is \$37. In our most popular area, Johnson County, the average wedding budget is between \$28,539-\$47,565.

Semi-formal weddings are the most popular choice for Kansas couples. Most weddings are located in outdoor wedding venues, with the primary season being September through November and the secondary season June through August. Country and rustic elements are often requested and incorporated throughout most weddings in Kansas.

In Missouri, 6.7 out of 1,000 people will get married this year with an average wedding budget between \$23,000-\$24,000. The average cost per guest is \$54. In our most popular area in Missouri, Jackson County, the average wedding budget is between \$15,151-\$25,251.

Formal and semi-formal weddings are the top choices for Missouri couples, and most opt for more formal events with emphasis on signature touches to showcase their personalities. Like Kansas, country and rustic elements are often requested. Indoor and historical building venue locations in the primary season between August through November are also popular attributes for Missouri couples as well.

Local Demographic Statistics

United States Average Age (Woman): 27 years of age
Kansas Average Age (Woman): 25 years of age
Missouri Average Age (Woman): 25.6 years of age

United States Average Age (Man): 29 years of age
Kansas Average Age (Man): 27.3 years of age
Missouri Average Age (Man): 28 years of age

Kansas Income Level: \$47,562
Kansas Occupation: 61% White Collar
Kansas Education: 33% Some College

Missouri Income Level: \$45,127
Missouri Occupation: 61.6% Blue Collar
Missouri Education: 32.6% Some College

Leading Wedding and Event Planners in Kansas City

As You Wish
asyouwishkc@gmail.com
913-732-8550

Belle Journée
info@BelleJourneeKC.com
816-462-3024

Celebrations of Love
christine@celebrationsoflovekc.com
913-205-7869

Confetti Events
info@confettieventskc.com
913-766-3433

Events by Elle
theellegirls@ebyekc.com
816-838-6206

Nellie Sparkman Events
info@nelliesparkman.com
913-815-0810

Post & Prim
info@poshandprim.com
913-735-0354

Quintessential Events
sarah@kcweddingplanner.com
785-331-6676

Soiree Event Deigns
info@soireeeventdesigns.com
573-578-8593

Weddings By Hannah
weddingsbyhannahkc@gmail.com
913-620-3055

Strategy and Implementation

Promotion of Lovestruck Event Planning is essential for success and so will heavily rely on social networking and continual involvement within the local Kansas City wedding industry to get the word out to our customers on our company and high quality services. We want customers to notice our name and feel confident when they hire our services that we will provide a signature event that exceeds their expectations.

LinkedIn, WeddingWire, and The Knot will also be slowly utilized throughout the first year. It is important to gain clients trust and show the quality of our services through sites that revolve around positive feedback from clients. Bridal Fairs will also be incorporated into the marketing plan for Lovestruck Event Planning. This will be an excellent way to gain new clients, provide opportunities to get our brand in the community, and begin a client email list to send tips and promotions too.

We will begin to meet with our clients in a newly collaborative work building called ecafe in Overland Park, Kansas. This location provides the warmth and inviting environment that allows us to converse with our clients while they enjoy a complimentary drink from the coffee shop next door as well. Reserving a meeting room by the hour, daily or, monthly will be a great financial choice for Lovestruck Event Planning. It will also be a great opportunity to see if the Overland Park location would be a smart choice for further rental decisions in the future.

Our graphic image support will consist of quality and innovative designs that showcase our style for business cards, brochures, handouts, contracts, and letterheads. It is essential that we emphasize the freshness our company with sophisticated and chic manner. We will continuously adapt and improve our marketing materials for our business and clients to keep up on new trends.

Advertising Opportunities

Facebook

- Opportunity to get brand name out to customers and to join community groups

Instagram

- Able to showcase our events to potential clients

Twitter

- Great way to reach new clientele and promotions for our services

Pinterest

- Provides a foundation for a wedding blog in the future

Snapchat

- Ability to create customized Snapchat filters for clients that can be advertised as a bonus for engagement parties, bridal showers, bachelorette parties, and bachelor parties for clients

Management

The team at Lovestruck Event Planning will be a family business that will grow from one individual, myself, to two owners in the next two years. I will be the main employee that will promote the brand, communicate with clients, and be the head contact for events. The second employee, Sarah Brown, will become co-owner within the next year to two years. She is a Certified Wedding Planner and will continue to expand her education in professional event planning as well.

Lovestruck Event Planning will expand the team depending on the number of events we plan throughout each year. The quality of our services is essential for our brand so we will continuously evaluate, if and when, we need to hire more members.

Financial Plan

Here is an analysis of start-up expenses and capitalization for Lovestruck Event Planning. We plan to apply for a \$5,000 loan, in order to, purchase the necessary items we need to get started. The loan will be paid off within the first five years of our operating services.

The main focus for the first year will be purchasing the necessary business licenses, insurance, legal fees, and educational certifications. Software services for accounting and event management will also be vital to the start of our company so these will be purchased within the first year as well.

Within the first five years of service, Lovestruck Event Planning will financially spend more on monthly and yearly advertising. Upgrading to higher advertising packages and purchasing more advertisement in local and national wedding magazines will also be incorporated into our financial plan. We will also be spending more money on the location for an office, so we will be able to hold meetings and provide a space for a showroom for guests without having to hassle with reserving meeting rooms as well.

The plan for ten years of service will primarily focus on creating the opportunity to add at least 10 additional team members. By year ten, we also expect to expand our services to three more locations in Lawrence, Topeka, and Manhattan, Kansas. This will require more advertising and marketing materials to be created and implemented in our financial plan.

LOVESTRUCK EVENT PLANNING ESTIMATED STARTUP COSTS

Education	Wedding Planner Certification	\$1,200
Legal Fees	Kansas & Missouri	\$300
Business License	Kansas & Missouri Business Licenses	\$600
Insurance	Business and Professional Liability-State Farm	\$300
Software	Honeybook Annual Accounting Services	\$400
	Aisle Planner Wedding and Event Planning-15 Events	\$600
Marketing Materials	Business Cards-Vistaprint	\$20
	Fax and Copy Paper	\$75
	Client Binders	\$200
	Brochures	\$250
	Miscellaneous (Business Supplies: envelopes, pens, staples, etc)	\$400
	Letterhead	\$100
Website	Design	\$250
	Hosting	\$100
Business Associations	Chamber of Commerce of Overland Park	\$415
	Association for Wedding Professionals International	\$240
Monthly Advertising Expenses	Newspaper Advertisement: The Kansas City Star	\$128
	Local Wedding Magazine: KC Weddings	\$100
	WeddingWire-Professional	\$65
	The Knot-Professional	\$130
Potential Client Gifts	Wedding Planners (10 per month)	\$300
Estimated Total Start Up Costs		\$6,173

Appendices

Bridal Profile Form

Bridal Client Questionnaire

Marriage License Requirements

Civil Ceremony Requirements

Day Of Contract

Wedding Budget

Preferred Vendors

Business Card

Brochure

BRIDAL CLIENT PROFILE

Please fill out the following information completely:

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

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

Bridal Shops	Alterations	Looking Good	Wedding Cakes	Rerection Hall
Decorations	Invitations	Gifts	Florists	Rental
Hotel Accomodations	Officiant	Ceremony Sites	Consultants	Limousine
Photographer	Videographer	Jewelry	Honeymoon Packages	Tuxedos
Eventes	Specials	Real Estate	Insurance	Loan Info.
Relationship Education	Local Newsletter	Subscriptions	Entertainment - Type	

I would like to employ the services of _____ for:

- Planning and designing my wedding
- Directing the "Day Of" my wedding at _____
- Other: _____

Please sign here for the day of service agreement

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:	



WEDDING DETAILS

Wedding Date:_____

City of Wedding:_____

Ceremony Location:_____

Reception Location:_____

Time of Ceremony:_____

Time of Reception:_____

Number of Invited Guests:_____

Wedding Budget:_____

Hotel Room Block Needed: YES NO

Circle the type of wedding desired:

Very Formal

Formal

Semi-Formal

Informal

Circle two words from the following list that best describes your wedding day vision:

Elegant

Simple

Party

Celebration

Grand

Traditional

Romantic

Sophisticated

Glamorous

Contemporary

Hip

Funky

Vintage

Magical

Festive

Conservative

Rustic

Shabby Chic

PERSONAL INFORMATION

Name of Bride:_____

Name of Groom:_____

Email Address:_____

Phone Number:_____

Current Address:

Future Address:

Circle Preferred Method of Contact

Phone Call

Email

Text Message

CEREMONY MUSIC

Circle the type desired:

A) Processional:

- Live singer/soloist
- String Quartet
- Classical CD/USB
- Other:_____

B) Here Comes The Bride

C) Recessional:

- Live singer/soloist
- String Quartet
- Classical CD/USB
- Other:_____

RECEPTION MUSIC

A) Live Band

- Jazz
- Contemporary
- Rock
- Country
- Combination

B) DJ

- Oldies
- Top 40
- Rock
- Country
- Combination

C) String Quartet

- Classical
- New Age
- Combination

FLOWERS

Circle if known:

Winter

- | | | |
|------------------|---------------|---------------|
| Amaryllis | Baby's Breath | Carnations |
| Cattleya Orchids | Daisies | Chrysanthemum |
| Orchid | Spay Orchid | Roses |

Spring

- | | | |
|---------------|--------------------|------------------|
| Amaryllis | Anemones | Calla Lily |
| Baby's Breath | Carnations | Cattleya Orchids |
| Daffodils | Day Lily | Delphinium |
| Freesia | Forget-Me-Knot | Gardenias |
| Iris | Jonquil | Lilac |
| Lily | Lily of the Valley | Larkspur |
| Orchid | Peony | Ranunculus |
| Roses | Sweet Pea | Tulip |

Summer

- | | | |
|------------------|---------------|------------------|
| Aster | Baby's Breath | Calla Lily |
| Bachelor Buttons | Carnations | Canterbury Bells |
| Cattleya Orchids | Daisies | Chrysanthemum |
| Day Lily | Delphinium | Geranium |
| Hydrangea | Larkspur | Iris |
| Lily | Orchid | Roses |
| Stephanotis | Straw Flowers | Zephyr Lily |

Fall

- | | | |
|---------------|-------------|------------------|
| Aster | Anemones | Baby's Breath |
| Calla Lilies | Carnations | Cattleya Orchids |
| Chrysanthemum | Daisies | Day Lily |
| Delphinium | Orchid | Roses |
| Zephyr | Lily Zinnia | |

WEDDING GOWN

Circle Wedding Gown Color

- Blue White
- Natural White
- Cream
- Ivory
- Other:_____

WEDDING GOWN STYLE

Circle the type desired:

Spring/Summer

- Chiffon
- Lightweight Lace
- Silk Charmeuse
- Eyelet Linen
- Lightweight Satin
- Organza

Fall/Winter

- Velvet
- Heavy Lace
- Brocade
- Rich Taffeta
- Satin

Silhouette

- A-Line
- Ball Gown
- Basque Waist
- Empire
- Sheath
- Mermaid

Sleeve Options

- Strapless
- Spaghetti Straps
- Off The Shoulder
- Three-Quarter Length
- Cap
- Fitted Point

Neckline

- Bateau
- Décolletage
- Halter
- Jewel
- Off-The-Shoulder
- Sweetheart
- Scoop
- V-Neck
- Wedding Band Collar

Headpiece Style

- None
- Tiara
- Headband
- Wreath
- Chain

Veil Style

- None
- Blusher
- Fingertip
- Ballerina
- Sweeping
- Cathedral

Bridal Shoes

- Sneakers
- Ballet Slippers
- Strappy Sandals
- Open Back Slings
- Other:_____

Accessories:

(Circle All That Apply)

- Gloves
- Garter
- Handkerchief
- Jewelry
- Purse
- Wrap

CEREMONY

Location

A) Indoor

- Religious Facility
- Hall
- Special Venue

B). Outdoor

- Garden
- Backyard
- Special Venue



RECEPTION

Location

- Indoor
- Outdoor
- Both

Catering

- Seated/Plated Dinner
- Buffet
- Appetizers Only
- Champagne and Cake Only

WEDDING PLANNER NEEDS

Circle Requesting Services:

- Planner
- Coordinator
- Director
- All Services

Does your ceremony/reception location offer day-off wedding planner services?

YES NO

ANY OTHER REQUESTS:



Marriage License-Kansas

OBTAIN APPLICATION: Online or In-Person
SUBMIT APPLICATION: In-Person

WAITING PERIOD: 3 Days
VALIDITY PERIOD: 6 Months from issued date.

FEES: \$85.50-Marriage License/\$4.95-Convenience Fee

PAYMENT OPTIONS

Non-Refundable Fee
No American Express or Personal Checks Will Be Accepted
Make Payable: Clerk of the District Court
Cash/Money Order/Cashier's Check/VISA/MasterCard/Discover

OFFICE LOCATIONS

Court Clerk's Office-Johnson County Courthouse
100 N Kansas Avenue, Olathe, Kansas 66061
jimsweb@jocogov.org
913-715-3428
Monday-Friday (8:00 a.m.-5 p.m.)

REQUIREMENTS

Applicants Must Swear Under Oath:
They are not related to each other in any way (1st cousin or closer)
The applicants have no spouse (if divorced, decree must be filed over 30 days ago)
The applicants know of no other reason why they should not be legally married.

INFORMATION NEEDED FOR CONFIRMATION

Full Name (First, Middle, Last)
City and State
Age (Must be over 18 years of age)
Date of Birth

RESIDENCY: You do not have to be a resident of Kansas.

PROOF OF IDENTIFICATION

Driver's License
Social Security Card
State Photo Identification Card

MEDICAL: No blood tests are required in Kansas.

OTHER INFORMATION

- Only one of the applicants who are intending to be married needs to be present to apply.
- Do not sign the application until you are at the marriage license window.

Marriage License-Missouri

OBTAIN APPLICATION: In-Person
SUBMIT APPLICATION: In-Person

WAITING PERIOD: No waiting period.
VALIDITY PERIOD: 30 Days from the issued date.

FEES: \$50.00-Marriage License Fee/\$10.00-Certified Marriage License

PAYMENT OPTIONS

Non-Refundable Fee
No American Express
Cash/Credit/Debit

OFFICE LOCATIONS

Jackson County Courthouse-Recorder of Deeds Department
415 East 12th Street, Room 104, Kansas City, Missouri 64106
records@jacksongov.org
816-881-1576
Monday-Friday (8:00 a.m.-5 p.m.)

Historic Truman Courthouse
112 W Lexington, Suite 30, Independence, Missouri 64050
records@jacksongov.org
816-881-4608
Monday-Friday (8:00 a.m.-5 p.m.)

REQUIREMENTS

- Age (Must be over 18 years of age)
- Both must provide their Social Security numbers
- Both must have proper proof of identification

RESIDENCY: You do not have to be a resident of Missouri.

PROOF OF IDENTIFICATION

- Driver's License
- Missouri ID or State ID
- U.S. Passport
- Foreign Passport
- Military ID
- Certified copy of U.S. Birth Certificate, plus U.S. government-issued photo ID
- Government ID card with government issued ID number

MEDICAL: No blood tests are no longer required.

OTHER INFORMATION

- Both parties must be present at the time of application.
- In the state of Missouri, in order to be legally married, you must have obtained a marriage license prior to your marriage ceremony.
- Previously married individuals must provide the date that their last marriage ended. There is no waiting period after a divorce before an individual may apply for a marriage license.

Civil Ceremony Information

KANSAS-JOHNSON COUNTY

OBTAIN APPLICATION: In-Person
SUBMIT APPLICATION: In-Person

WAITING PERIOD: No waiting period.
VALIDITY PERIOD: 30 Days from the issued date.

FEES: \$85.50

PAYMENT OPTIONS: Cash/Money Order/Cashier's Check/VISA/MasterCard/Discover

AGE REQUIREMENT: Must be over 18 years of age.

RESIDENCY REQUIREMENT: You do not have to be a resident of Kansas.

PROOF OF IDENTIFICATION: Driver's License/Social Security Card/State Photo Identification Card

MEDICAL REQUIREMENTS: No blood tests are no longer required.

OFFICE LOCATION

Court Clerk's Office-Johnson County Courthouse
100 N Kansas Avenue, Olathe, Kansas 66061
jimsweb@jocogov.org
913-715-3428
Monday-Friday (8:00 a.m.-5 p.m.)

MISSOURI-JACKSON COUNTY

OBTAIN APPLICATION: In-Person
SUBMIT APPLICATION: In-Person

WAITING PERIOD: No waiting period.
VALIDITY PERIOD: 30 Days from the issued date.

FEES: \$50.00

PAYMENT OPTIONS: Cash/Credit/Debit

AGE REQUIREMENT: Must be over 18 years of age.

RESIDENCY REQUIREMENT: You do not have to be a resident of Missouri.

PROOF OF IDENTIFICATION: Driver's License/Missouri ID/State ID/U.S. Passport/Foreign Passport/Military ID/

Certified copy of U.S. Birth Certificate, plus U.S. government-issued photo ID/Government ID card with government issued ID number

MEDICAL REQUIREMENTS: No blood tests are no longer required.

OFFICE LOCATIONS

Jackson County Courthouse-Recorder of Deeds Department
415 East 12th Street, Room 104, Kansas City, Missouri 64106
records@jacksongov.org
816-881-1576
Monday-Friday (8:00 a.m.-5 p.m.)

Historic Truman Courthouse
112 W Lexington, Suite 30, Independence, Missouri 64050
records@jacksongov.org
816-881-4608
Monday-Friday (8:00 a.m.-5 p.m.)

Lovestruck Event Planning

"Day Of" Contract

Bride's Name: _____
Groom's Name: _____
Address: _____ City _____ State _____ Zip Code _____
Home Phone: _____ Other: _____
Date of Event: _____
City of Event: _____
Location of Event: _____

Lovestruck Event Planning understands and appreciates the trust and confidence bestowed upon it by the client in booking _____ as the event date(s). Lovestruck accepts this responsibility and commits to holding the event date(s) reserved, neither considering nor accepting any other obligation that will interfere with our meeting our full commitment to you. This commitment is conditioned upon satisfactory receipt of fees set forth below.

This agreement is entered into on this _____ day of _____, by and between Lovestruck Event Planning, a Business, and _____, an individual and if applicable _____, an individual.

I understand that I am using Lovestruck Event Planning to help with my wedding planning. The undersigned agrees that there will not be another wedding planner/event coordinator working with the undersigned except for Lovestruck Event Planning. The undersigned also agrees to immediately notify Lovestruck Event Planning in the case of a cancellation, the deposit is non-refundable. I can cancel at any time or change my contract at any time and agree to pay all fees associated with it.

I acknowledge Lovestruck Event Planning and its representatives are not liable for the products or services and warranties of participating vendors. Lovestruck Event Planning will not enter any vendor contracts on behalf of the client. The undersigned agrees to let Lovestruck Event Planning know of any changes to the wedding/event and or vendors that they will be using.

I understand that it is my responsibility to purchase my own wedding insurance if I desire to do so. In the event of any dispute or legal action between the parties concerning the enforcement or interpretation of this General Contract, each party shall be responsible for their own attorney's fees.

Inconsideration of the mutual promises set forth hereunder, the sufficiency of which is hereby acknowledged,
_____ and _____ agree to the following:

Lovestruck Event Planning promises to provide "Day Of" services, to include the following:

- 2 hour complimentary consultation
- 10 hours maximum consultant's services on wedding day
- Unlimited email and telephone communication for questions
- Access to preferred vendors
- Guarantee vendors receive final payments and gratuities at end of event
- Confirm and review all vendor services 2 weeks prior to wedding date
- Venue site walk-thru
- Finalize floor plan and flow
- Finalize seating chart
- Develop wedding day itinerary
- Provide wedding day checklists
- Manage wedding party before and during ceremony
- Supervise floral arrangements for bridal party and family members
- Coordinate rehearsal
- Supervise ceremony and reception set-up
- Arrange programs, ceremony decoration details, escort cards, favors, etc.
- Cue services for ceremony
- Cue services for reception
- Supervision of clean-up
- Provided with wedding emergency kit

PAYMENT SCHEDULE

20% of total fee due and payable to reserve event date. Deposit paid: \$ _____

50% of outstanding balance due: _____

Outstanding balance due one week prior to event date: _____

TOTAL

The client agrees to the total fee as outlined above and to a payment schedule as follows: \$ _____.

CANCELLATION POLICY

0% of the deposit is forfeited if the event is cancelled within 3 days of the signing of this contract

33% of the deposit is forfeited if the event is cancelled between 4-15 days of the signing of this contract

67% of the deposit is forfeited if the event is cancelled between 16-30 days of the signing of this contract

100% of the deposit will be forfeited if the event is cancelled after 30 days of the signing of this contract

This agreement is entered into on this _____ day of _____, _____, in the city of _____, the County of _____, State of _____.

Christine Brown
Owner, Lovestruck Event Planning

Client 1

Client 2

Preferred Vendors

OUTFITTER	BEAUTY	STATIONERY
Emily Hart Bridal	Bridal Artistry KC	CZ Invitations
The Gown Gallery	Bronzed Blushed	Little Yellow Leaf
Houndstooth	Meirotto Jewelers	Yellowbrick Graphic
HEALTH	INSURANCE	SAFETY & SECURITY
Blush Fitness	KC Wedding Insurance	KC Fire
Platinum Salon & Spa	TASK Insurance	KCMO Police
Spa on Penn	Aspire Insurance	Johnson County Sheriff
VENUES	TRANSPORTATION	DECORATION
Fresh Air Farm	Pech Limo	Bella Chic Floral
Hawthorne House	Showtime Transportation	Branches & Twigs
Midale Farm	Vegas Limousine	Ultrapom
CEREMONY	ENTERTAINMENT	MULTIMEDIA
Pastor Timmy Gibson	Complete Weddings	Beau Vaughn
Events by Elle	DJ Kreations	Breezy Photography
KC Minister of Love	Fontana	EpageFOTO
FOOD SERVICE	FAVORS	PHILANTHROPY
Shannon Bond Cakes	5B & Co Candlemakers	Crowd Rise
Blue Pot Catering	Fun Services Midwest	Ronald McDonald House
Top Shelf Bartending	KC Flipbooks	Humane Society of KC
CLEAN-UP	LOVESTRUCK EVENT PLANNING PREFERRED VENDORS	HONEYMOON
American Companies		Blissful Honeymoons
The Best Seat		Love to Travel
Clearly Clean KC		Travel Concepts, Inc.

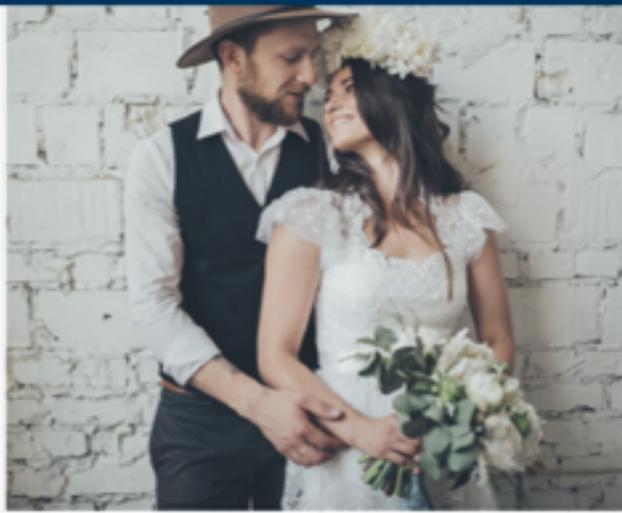
BUSINESS CARD



BROCHURE

A La Carte Services

- Wedding Website
- Invitations
- RSVP Management
- Gift Management
- Bridal Registry Management
- Floor Plan
- Seating Chart
- Arrange Fittings & Alterations
- Next Day Tuxedo Return
- Save The Dates
- Ceremony Programs
- Menu Cards
- Escort Cards
- Candy Buffet Table
- Dessert Table
- Children Activity Packets
- Wedding Favors
- Custom DIY Decorations
- Gift Boxes



contact us

•785-806-6690 / Overland Park, KS/
christine@lovestruckevents.com

lovestruckeventplanners.com

Lovestruck
event planning

party services

- Marriage Proposal Package
- Engagement Parties
- Bridal Shower Parties
- Bachelorette Parties
- Bachelor Parties
- Rehearsal Dinner
- Post-Wedding Brunch

- Baby Shower
- Birthday Parties
- Graduation Parties
- Wedding Anniversaries
- Romantic Date Night Packages

why choose us?

We, at Lovestruck Event Planning, look forward for an opportunity to create a signature event for your special occasion in Kansas City and surrounding areas.



Our innovative design concepts and medley of services are intended to provide clients with several options to help meet each need and want they desire for their momentous event from "Yes!" to "I Do!"

our packages

THE EMERALD PACKAGE • \$350

Great choice for those who just need help getting started, or at any other point where a little assistance is needed.

"DAY OF" PACKAGE • \$700

Perfect for those wanting professional assistance ONLY on the day of the wedding.

THE SAPPHIRE PACKAGE • \$1,750

Need full assistance with your plans, but not wedding day directing services?

THE DIAMOND PACKAGE • \$3,500

Too busy to plan the wedding of your dream? If you are looking for full support on creating and organizing the ultimate wedding, this is the package for you.