

S I N C E 2 0 0 7

REFLECTIONS

W E D D I N G S A N D E V E N T S

Comprehensive Service Collection

PHASE I CREATING THE FRAMEWORK

Step 1 - Budget Creation

We will create a customized budget based on your vision and priorities. It will include average costs for each category based on the city you are desiring to have your wedding in as well as what your personal budgeted cost should be according to your ideal celebration. The budget will be broken down to a per guest cost so that you can set your guest count. We will use this budget to inform decisions about choosing a venue, vendors, the level of decor throughout the planning process.

Step 2 - Planning Outline

I will create a detailed month by month plan that will guide us through each step of the planning in a clear and organized process. We will review together each month to ensure we are staying on track.

Step 3 - Wedding Day Schedule

While I am creating the Planning Outline we will also create the first draft of your Wedding Day Schedule. This schedule will give us all the information we need when booking the venue and all the vendors, such as how many hours we will need to book the photographer for, details you will need for the invitations, what time guests will be arriving at the venue and much more.

Step 4* - Venue Selection

If you have chosen to add the venue selection service then this will be our next step. While helping you choose a venue I take into consideration your budget, guest list, design style you are hoping to achieve, level of formality, time of year, how many out of town guests you will have and many more details. We will narrow down the list to the best 2 options and do viewings of those two. I will work with you on the booking process and handle communication with the venue all the way through.

Step 5* - Vendor Selection

If you have chosen to add the venue selection service then this will be our next step. There are many wonderful options for photographers, florists, DJ and all the other service and product professionals you will need. My goal is to connect you with the ones that are going to support the framework we have created with your vision, budget and priorities. You will choose which vendors you would like to add this service for. I will put together a list of 3 vendors per category that are available for your date, complimentary to your budget and fit your style. I will work with you on the booking process and handle communication with the vendors all the way through. If you choose not to add this service I will send you my preferred vendor lists to work from and it will be up to you to research, book and communicate with your vendors up until the final coordination meeting.

PHASE 2 CREATING THE DESIGN

Step 6 - Style Discovery

We will go over a style questionnaire so I can learn about your likes and dislikes, who you are as a couple and the basic vision you have for your wedding. I will set up a joint Pinterest board for us to share so I can get the visual representations of the ideas you explain to me. All this information will give me the information I need to take us to the next step.

Step 7 - Sample Selection

We will visit the decor showroom together to collaborate on choosing the main elements of the guest tables; linens, chairs, chargers and details. I will have created 2 - 3 table mock ups and you can mix and match until you get the combination you love. There are more guest tables in the room than anything else so they become the anchor of the design which I why I have you join me in that process. With the guest tables chosen I will create the rest of the design based on those.

Step 8 - Initial Design Proposal

Based on the Style Discovery and Sample Selection I will create an Initial Design Proposal which includes, floor plan, color pallet, items and pricing for all elements chosen at the Sample Selection and options and pricing for all other elements. We will review together and make final choices on each element. Within a week of this meeting you will be required to submit deposits to all suppliers to secure them for your date. All orders can be changed up until a month before, the deposits are just to retain the vendor for you date and hold the items that are known for sure.

Step 9 - Final Design Presentation

The final design will outline all final choices and budget, all you need to do is say yes! You will have two weeks to make any changes. Once approval is given, I will handle all communication with the florist, rental companies, stationer, lighting, and any other suppliers contributing to the design in regards to organizing deliveries and pick ups, and changes due to guest count change, availability issues, venue conflicts or anything else. Me and my team will manage all the set up and take down all you need to do is show up and enjoy!

PHASE 3 MAKE IT HAPPEN!

Step 10 - Final Coordination Meeting and Beyond

At our final meeting two weeks before the wedding we will confirm the day of schedule including hair and make up schedule, photo schedule, reception schedule. We'll ensure every detail is how you want it and that I have all the information I need to make them all happen. After that final meeting you get to be hands off, relax and enjoy the last few weeks before your big day. I will take care of confirming all details with the venue and all the vendors, and be your single point of contact to simplify your role. Whether I am running your rehearsal or not (ideally I prefer to run the rehearsal), I will be there to get a clear understanding of the ceremony outline so that we can coordinate it the next day as your officiant is the first one up front. The second reason I attend the rehearsal is so I can meet the rest of your wedding party and family in a more relaxed setting. On the day of, myself and my assistant will be present all day to coordinate every detail and ensure that the day runs exactly the way we have planned.

DIY TASKS

There are a few things that you will need to do on your own.

- Submitting all payments to all vendors
- Shop for and buy all attire
- Working with the stationer on your invitation wording
- Choosing your menu and attending tastings
- Attending cake tasting and choosing flavours
- Filling out the DJ questionnaire
- Assigning guests to the seating plan and submitting to me 3 weeks before the wedding
- Booking any hotel rooms needed for yourself, family and friends

MEETING OUTLINE

Most planning process will follow the meeting outline below, with other tasks all being handled by email and phone calls.

- Meeting #1 - Intake Meeting: We will go through all the questionnaires for Steps 1 - 6, you will get your Budget on the spot.
- Between Meeting #1 & #2: You will receive Planning Outline and Wedding Day Schedule within two weeks. If you've chosen any Vendor Searches you will get those lists within 1 - 3 weeks depending on response time of the vendors, we will work through vendor selection through email and phone meetings. If you've chosen Venue Selection you will get the Venue Short List within 1 - 3 weeks depending on response time, we will choose 2 - 3 to do site visits at together.
- Meeting #2 - Framework Finalization: Once we have completed the venue tours, and you've completed all your vendor bookings or at least narrowed it down to your favourites we will meet to finalize the venue choice, and all vendor choices. We will also go over floor plan options to inform the Sample Selection.
- Meeting #3 - Sample Selection: As per description above.
- Meeting #4 - Initial Design Proposal: As per description above.
- Meeting #5 - Final Design Presentation: As per description above.
- Meeting #6 - Final Coordination Meeting: As per description above.