



tami austin | wedding planner

Month Of Package: from \$2000

*This proposal is designed to assist the bride and groom one month from their wedding date, at the rehearsal, and on the day of their wedding. With this package, the bride and groom will have planned all the details of their wedding up to a month out. (This package is not designed for those with only a month or two in which to plan their wedding—see the Start-to-Finish Package and/or a la carte Services.) The wedding planner will accompany client on their final walk-through(s) with venue(s), create a wedding timeline, confirm all vendors, and refine final details so that they can ease up on their month of tasks and enjoy the weeks leading up to their special day. ****This package includes one a la carte service of your choice.***

During the month prior:

- ◆ Unlimited communication via e-mail and phone with wedding planner during time of service; answer any questions you may have.
- ◆ Accompany you on your final walk-through(s) at the ceremony and reception site(s) with the catering manager to review details of services, rentals, design, and layout of ceremony and reception; review and revise banquet event order from the caterer.
- ◆ Obtain and review all vendor contracts to ensure items and services are what you need from your vendors; adjust numbers, if needed, based on guest count/wedding party changes.
- ◆ Become the liaison between you and your vendors.
- ◆ Provide etiquette advice as needed.
- ◆ Meet with you a month out to:
 - Finalize ceremony details.
 - Review your progress in tying up loose ends; finalize all details.
 - Create a wedding timeline to include any pre-wedding activities (golf, tennis, spa treatments, etc.), rehearsal, rehearsal dinner, pre-ceremony, ceremony, reception, and post-reception (this itinerary will be e-mailed to you to help you coordinate with your wedding party and other participants/family).
- ◆ Develop a vendor delivery, set-up, and pick-up schedule as part of the wedding day itinerary; share final itinerary with necessary vendors and catering manager.
- ◆ Confirm all vendors' services, including rehearsal dinner reservations; provide directions to the venue(s) for all vendors; take vendor meal orders for vendors staying into the reception (number of vendor meals passed on to the caterer and included in your final count).
- ◆ Remind you of final balances due to vendors.
- ◆ Remind you of the due date for final guest/meal count and event details for the venue, and rehearsal dinner.

The week prior:

- ◆ **Meet with you at least a week prior to the wedding day to:**
 - Review all event details.
 - Finalize wedding timeline.
 - Obtain diagrams for ceremony and reception.
 - Obtain master list of table assignments for guests, and entrée choices if applicable.
- ◆ **Rehearsal:**
 - Orchestrate the rehearsal at ceremony location.



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◆ **Wedding day (up to 12 hours of coverage; additional hours are billed at \$45/hour):**

- At designated time, the wedding planner will arrive at venue(s), and will stay through the end of the reception seeing that clean-up of the reception meets the venue's expectations.
- At designated time, the wedding planner's assistant will arrive at venue(s) to assist set-up.
- Obtain and set out wedding day accessories: guest book and pens, gift card container, programs, table numbers, menus, seating cards, cake knife/server, toasting flutes, marriage license, wedding favors, and anything else to be placed at the ceremony and reception.
- Oversee set-up and decorating of ceremony and reception (flowers, candles, centerpieces, linens, etc.) with the florist, design or rental company, and/or catering staff.
- Obtain and distribute final payments and/or gratuities for all vendors.
- Keep your wedding party on schedule for pre/post-ceremony pictures.
- Deliver bouquets, corsages, and boutonnieres to wedding party and family; pin corsages and boutonnieres.
- Ensure wedding rings and marriage license are on hand prior to the ceremony.
- Line-up wedding party for ceremony processional; cue musicians or DJ, and officiant.
- Gather any items left from getting ready to be transported to designated hotel room or vehicle.
- Coordinate with the catering staff and vendors to ensure your reception flows smoothly from start to finish, including the announcement of your grand entrance, first dance, toasts, cake cutting, etc.
- Gather all items at the end of the night for transporting to designated hotel room or vehicle (gifts, wedding accessories, bride's bouquet, items left by guests, etc.).
- Assist you with any requests that day.
- Have a bridal emergency kit on hand.



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Payment schedule and contract:

- ◆ Deposit of \$1000 and signed contract is due on or before two weeks from date contract is established, at which time Tami Austin's services are reserved.
- ◆ Final payment of \$1000 is due one week prior to wedding day. If client desires, this final payment can be mailed to address below or provided at our final meeting.
- ◆ A la carte services can be added to your existing package at any time.
- ◆ **Make check(s) payable to Tami Austin, and mail to: Tami Austin, 1780 Kettner Blvd. #103, San Diego, CA 92101.**

This agreement and payment schedule is made effective _____ (date signed by client), by and between _____ (client) and Tami Austin for the purpose of planning and overseeing this wedding on _____ (day of wedding) at _____ (ceremony site's name and address) and _____ (reception site's name and address). Please print, sign, and date a copy of this contract and mail it, along with your deposit, to the address above to reserve services.

By: Tami Austin, Wedding Planner

By: _____, Client

Tami Austin

Clients' contact information:

- ◆ Cell and e-mail if person booking services is not the bride or groom:
- ◆ Bride's cell:
- ◆ Bride's e-mail:
- ◆ Groom's cell:
- ◆ Groom's e-mail:
- ◆ Current and post-wedding mailing address(es) of bride and groom: