

ELOISE

WEDDING PLANNING GUIDE

QUESTIONS TO ASK YOUR WEDDING PLANNER

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12 MONTHS BEFORE YOUR I DO'S

There are a lot of benefits to hiring a wedding planner. If you'd like to hire a full-service wedding planner to assist with your entire process, you may wish to hire him or her first thing. Many couples choose to book their venue first and then hire a planner, which is another fine way to approach your wedding vendor timeline.



Photo Credit: Blu Moose Photography

Design: Wood Violet Events + Styling



QUESTIONS TO ASK YOUR WEDDING PLANNER

Name: _____ Business Name: _____

Are you available for our wedding day? YES NO

Other available dates: _____

What packages do you offer? What services are included with each package? What are the fees?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

What is the process to book with you? (contract, deposit, payment schedule)

Contract info: _____

\$ Deposit and payment:_____

What is your cancellation policy?_____

[illegible]

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Do you have a travel fee? YES NO \$ _____

Do you have travel restrictions? YES NO _____

Can we upgrade or downgrade our package if we want too? What is the fee? _____

Do you have a preferred suppliers/vendors? YES NO _____

Do you have examples of weddings you've planned that are similar to our style?

YES NO _____

Can you walk us through what it would be like to work with you depending on the different packages?

Will you be at the final walk through at our venue to help coordinate the rehearsal? Is this included in the package we've chosen? YES NO _____

Will you help coordinate set up and clean up at our venue? Is this included in your fee? \$ _____

YES NO

What do you need from us to make the wedding planning process run smoothly? _____

Do you offer any other services that may be helpful? (some planners offer other services like floral design, décor, etc). If so what are the fees? _____

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When do your services start? _____

How do you prefer to communicate?

TEXT EMAIL PHONE

Notes: _____

Email: _____

Phone number: _____

How frequently will you be in touch? What are your communication expectations? (frequency and type)

Do you require a meal? YES NO

Will you speak with our vendors on our behalf? YES NO _____

How will planning decisions be made? Will you run everything by us first? _____

What (if any) are the additional charges we can expect to pay? (For example, are we charged if the planner has to hire extra help to set up/decorate on the day of the wedding, stay longer)? _____

How do you manage difficult situations? (difficult guest/family, vendor not showing up, timelines, etc.)

TIP: This is particularly important if you choose a “day of” coordinator or “wedding management.” Some “day of” coordinators won’t start working with you until 60 days before your wedding, even though you’ve booked them 12 months in advance. If you want to work with your planner for your full engagement, you need a “full planning” package or a planner who is willing to communicate the entire length of your engagement even though you’ve only hired them to do “day of” coordination.

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OTHER NOTES:

PROS OF CHOOSING THIS VENDOR

CONS OF CHOOSING THIS VENDOR

Final Thoughts