

ELOISE

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PHOTO: JENNIFER RAYE PHOTOGRAPHY

Questions To Ask Your Wedding Planner

HIRE 12 MONTHS BEFORE YOUR I DO'S

Hiring a wedding planner can provide numerous benefits. If you're interested in a full-service wedding planner who can help with everything, it's best to hire them early on. Some couples prefer to book their venue before hiring a planner, which is also a great way to approach your wedding vendor timeline.

Wedding Planner Questionnaire

Name/ Name of Business: _____

Are you available for our wedding day? Yes or No

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

What is your cancellation policy? _____

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

Contract info:

Do you have a travel fee? Yes or No \$ _____

Do you have travel restrictions? Yes or No

Wedding Planner Questionnaire

Do you have a preferred suppliers/vendor list? Yes or No

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

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

Will you be at the final walk-through at our venue to help coordinate the rehearsal? Is this included in the package we have chosen? Yes or No

Will you help coordinate set up and clean up at our venue? Is this included in your fee? Yes or 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? (floral design, décor, etc.)

If so, what are the fees?

When do your services start? *

*TIP: This is particularly important to know if you choose a day of coordinator or wedding management. For a day of coordinator, their services typically don't start until 30 days before your wedding day. If you want to work with your planner for your full engagement, you may need a "full planning" package.

Wedding Planner Questionnaire

How do you prefer to communicate? Text | Email | Phone

Phone: _____

Email: _____

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

Do you require a meal? Yes or No

Will you speak with our vendors on our behalf? Yes or No

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

Can we upgrade or downgrade our package if we want to at any point? Yes or No

What is the fee? \$ _____

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 setup/decorate on the day of the wedding, or stay longer?) _____

Wedding Planner Questionnaire

OTHER NOTES:

PROS OF CHOOSING THIS VENDOR

CONS OF CHOOSING THIS VENDOR

FINAL THOUGHTS: