

YOU NAME IT Events & Administration

# What you should know

## Questions to ask your Wedding Planner

Helpful Hints & Tips for selecting a wedding pro who is right for you



M&J  
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Photos shared from Meredith & Julio's 9/2011 Chicago Wedding.



Complimentary Copy

for you from YOU NAME IT Events & Administration

# What you should ask them

Questions for interviewing potential wedding planners/coordinators



A quick toast for all of the ladies!  
Ready to head over to the ceremony

## About the Planner/Coordinator

- Why do you do this type of work? How long have you been doing it?
- How many weddings have you done? Can we read reviews and/or speak with references for your services?
- Can you share some examples of times you solved problems for your clients?
- Do you have photos of your recent weddings that we can review?

## About their services/packages

- Do you offer planning services? Day of or week of coordination? Which do you recommend for us and why?
- Do you help with event design or just logistics?

- Do you have package options? Can we customize a package that will work for us?
- Can we have a detailed list of what items you take care of and which ones are our responsibility?

## About their availability/commitment to you

- How many clients do you work with annually? How many others will you be working with the month of our wedding?
- Is this your full-time job? What is your typical availability like?
- Will you personally be on site at our rehearsal, ceremony & reception? Do you have assistants who will also be present?
- How many meetings and phone calls are included in your services? How long does it typically take you to respond to client e-mails, phone calls?

## About the process of working together

- Where will we typically meet for our sessions?
- How do you handle your payment & contract process?
- What is your refund or cancellation policy?
- What happens if you are ill or otherwise unavailable on my wedding day?



The kiss! During the outdoor garden ceremony.

# What they should ask you

Questions that help you see that they know what they are doing

## About yourselves

- How did you two meet?
- How did you get engaged? How long have you been engaged?
- What do you each do for a living?
- How much time are you planning to take off before & after your wedding?
- What are your families like?

## About your feelings

- What are your main concerns about your wedding day? What are you most looking forward to?
- What are you looking for in a wedding planner?
- How much help & support are you looking for? In what areas of your wedding planning do you feel most in need of support?



Wedding programs and custom flags for the bride & groom's send off.



The beautiful Bridesmaids during the ceremony.

## About your wedding

- When is your wedding?
- What is the style/theme of your wedding? Your wedding colors?
- How formal or casual do you want your wedding to be?
- What is your event budget? Who is primarily paying for your wedding?
- Do you have your ceremony venue selected? Your reception venue? Are either of these venues outdoors?
- How many guests are attending? Will there be many out of town wedding guests?
- Will children be included in your ceremony? Invited to your reception?
- How many people do you plan on having in your bridal party?
- Which vendors are you already working with? Are you looking for any additional vendor referrals?
- Are there any special circumstances related to your wedding that are important to consider?



The wedding favors: a taffy apple tree with ribbon tied, personalized caramel apples

## About the logistics

- Can photos from your wedding become a part of my company's portfolio?
- When are you looking to hire a wedding planner/coordinator?

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