YOU NAME IT Events & Administration

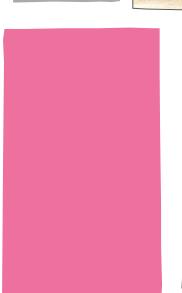
What you should know

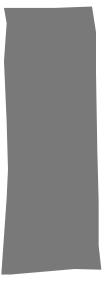
Questions to ask your Wedding Planner

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











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 may 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?



- 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 &



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?

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?



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

YOU NAME IT EVENTS & ADMINISTRATION



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