

## Budget, Venue & Vendors Questionnaire

It takes a little army of creative & passionate souls to bring your vision to life. Through these questionnaire I will gather information that will help me to formulate your budget at the same time to understand what kind of venue & suppliers you are looking for to be able to connect you with your dream team & a venue that aligns with your vision.

## Venue & Vendor Recommendations

I will send you recommendations of handpicked venues & vendors that are aligned with your budget, aesthetic, vision & wedding date availability. You can expect to receive a shortlist of up to 3 or 4 recommendations from each category.

N.B: In this part of the selection, we will be booking the key vendors which includes the venue, caterer (if not provided by venue), the officiant, photographer, videographer, DJ, band, cake artist, musician, hair stylist, makeup artist & any other supplier you might need to support you in bringing your vision to life. The florist, custom rentals & stationery designer will be booked after we finalize the design concept.

## Selection & Booking Process

During the vendor selection process, I will assist you with reviewing their contracts, attend interviews of shortlisted vendors (if required), as well as scheduling & attending venue visits with you.

As & when you confirm the booking, I will send the official confirmation to the selected venue & vendors for them to send their contract for signature & deposit payment to secure the booking.

# Planning Phase 1 Budget, Venue & Vendors

# Planning Phase 2

## The Creative Session

### Guest Management

Like you, I'm the hostess with the mostest! Together we'll brainstorm & compile a list of mindful travel | destination tips & recommendations including wedding day itinerary + Q&A's to create your wedding website/booklet. And guess what? I've teamed up with That's The One to snag your out-of-town guests the most incredible rates!

### The Design Questionnaire

Now onto the fun part!!! My couples are at the core of the creative session. It's a lengthy questionnaire but crucially important during this phase because I want to make sure I fully grasp your vision, to get to know YOU, your personality, values & beliefs, your style, & your relationship together so that we create a design that is unique for you.

### The Design Booklet

A wedding is more than a pretty tablescape. For me, to design a wedding is to create an immersive experience. Taking inspiration from the things that lights you up, I will start with the design concept; from ambiance, to flow, to the décor, to the bar placement, to the invitation your guests will receive & how it will be presented all the way to how the lighting changes during the evening etc...

Through inspirational photos & sketches, the all-inclusive design booklet will give you all aspects of your event from start to finish.

### Florist, Custom Rentals & Stationery Designer

After we've finalized the look & feel of the design, we will select & book the florist & custom rentals/lighting. At this stage, we will also start to work on the production of the invitation suite & other stationery requirements with the designer.

# Planning Phase 3

## Coordination

Now that we have all the team on board, I'll kick off with the coordination process allowing you time to do more of the things that you truly enjoy.

The coordinating phase, also known as the wedmin is where the piece of the puzzle starts to come together to create one beautiful spread!

I will act as the "glue" between the individual vendor team & the venue to finalize the finer details, including creation of a detailed timeline, floorplans while also supporting & allowing everyone to shine in their light so they deliver to their upmost on your wedding day.

A big part of the wedmin also includes tracking RSVP's, dietary requirements, follow-ups on out-of-town accommodation bookings & shuttle transportation arrangements for the wedding day.

In the month leading up to the wedding day, I will share the final timeline & layout to all concerned vendors. I will also send reminders of any upcoming vendor payments (if any) to ensure that after the wedding festivities, you can blissfully set off on your honeymoon or love cocoon without getting any invoice reminders in your inbox.

P.S. Although this part is mostly to navigate through the daily mundane logistics, you can rest assured that as & when required, I will check in & guide you on any decision-making task. I will always keep you in the loop on the progress with bi-weekly updates in Aisle Planner as well as during our monthly catch-up sessions.

# Planning Phase 4 Execution

*Inhale Joy, Exhale Happiness...*

The planning is done & now it's time to celebrate your beautiful love story!

While you enjoy a leisurely breakfast followed by the bridal preparation, I'm hands on at the venue, coordinating with the team to ensure a seamless execution & overseeing that every detail flawlessly comes together to create a one-of-a-kind wedding day.

My promise is to deliver a day of joyful dichotomy: comfort & surprise. A feeling of home, a celebration that's deeply reflective of everything you are, with a WOW at every turn that's not showy or brash but layered in subtle details for you & your guests to discover.

My only wish is for you to be present in this moment, slowly breathing into every magical minute of your day. Eat, drink & be merry surrounded by the people you love most in the world as the night beautifully unfolds into a celebration that YOU & your guests will forever cherish.

# Planning Phase 5

## Post-Wedding Logistics

After all the festivities, I will coordinate between the vendors & the venue on the post wedding logistics & returns:

- Ensure that any setups are dismantled at the earliest
- Oversee the removal & packing of all the decoration items
- Oversee the removal & packing of all the rental items
- Ensure everything is returned without any damage
- Ensure the venue is cleaned & there are no damage
- Return any personal items that may have been left behind

If all the returns have been signed off without a hitch the day after the wedding (as I don't like to disturb my couples with any unnecessary follow-ups), I will wish you would well & send you on your honeymoon with a tearful hug (this is my least favourite part 😞 but hopefully through our journey we've gained a friendship that will last through years!).

Usually after 3 weeks or 1 month after the wedding, I will send a short post-wedding survey with a request for a testimonial at your discretion which you can respond to at your own time.