

The Wedding Planner

If the idea of planning a wedding has you stressed and anxious, hiring a planner may be the perfect solution. Use this worksheet to record all pertinent information.

PLANNER INFORMATION	
Company name	
Contact name (planner)	
Contact name(s) (assistants)	
Address	
Phone/cell	
Email	Website
What is the best way to reach them (phone or email)?	
Questions to ask	
Are they available my wedding date? yes no	Is this their only wedding that day? yes no
Can they provide references? yes no	How long have they planned weddings?
Can I see a portfolio of past weddings planned? yes no	Is this their full-time job? yes no
How many weddings do they plan in a month?	How often will we meet?
What theme, based on my budget and venue choice, would you suggest?	
Have they ever planned a wedding at my chosen venue? yes no If yes, what was the experience like?	
Have they worked with the vendors I have in mind? yes no	
Are there vendors they have enjoyed working with that I should consider?	
How many weddings of my size and budget have they planned?	
What is a cost-cutting tip that they can offer me?	
Will they provide a checklist for all planning details that my wedding party, fiance and I need to accomplish? yes no	
Will they oversee the entire event on my wedding day? yes no	
Can I leave them responsible to give payment envelopes to all vendors on the wedding day? yes no	
Will they coordinate delivery, arrival and set-up times with all vendors on my wedding day? yes no	
Will they help plan the rehearsal dinner or bridal shower? yes no	
Will they review all wedding contracts with me? yes no	
Will they help my mother and me select the wedding dress and other wedding party attire? yes no	
Rates	
Detailed breakdown of the total fee (flat fee, a percentage of the wedding or hourly rate?) and what it includes:	
Deposit \$	When is it due?
Balance \$	When is it due?