

my wedding consultant planner

Your work week may have doubled the moment you said "yes," but a professional planner can help lighten the load.

notes and ideas – I'd like a professional to assist me with the following tasks: _____

qualities I'd like in a wedding planner: _____

qualities I don't want in a wedding planner: _____

prospective planners

planner 1	planner 2
company name	company name
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
services/packages offered	services/packages offered
proposal price \$	proposal price \$
notes	notes

planner 3	planner <i>final selection</i>
company name	company name
contact name	contact name
appointment date and time	address
address	telephone
telephone	email
email	web site
web site	services/packages offered
services/packages offered	notes
proposal price	
notes	

proposal	
total cost <i>(include all discussed services and fees)</i>	cancellation/refund policy
deposit \$ date sent	
balance \$ due date	
proposed planning package includes	
other terms and conditions	

save and attach your final contract to this document