



Wedding Planning for Travel Agents

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Your Service

WHY do they need YOU?

- You are their GUIDE to a wonderful event
- You are an Expert in Travel & Planning

What are your LEVELS of Service?

- Explain the differences in your Levels
- Put a price to each of the Levels & add-ons

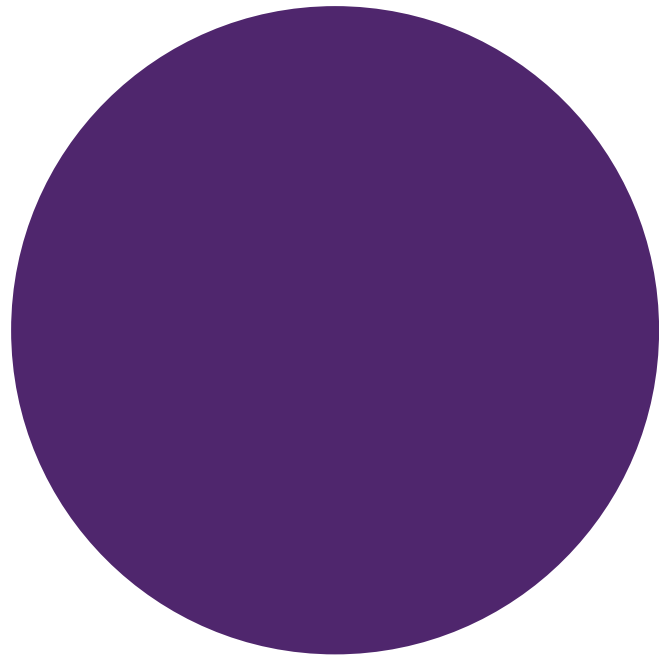


Planning from your office

- Assist with Invitations Addressing
- Service RSVP's captured
- Assist with Programs, Favors
- Create Timelines
- Create Welcome Packets
- Assist with set-up design Assist with
- Vendor Selection
- And of course, finding the right location

Location

- Work with staff to oversee set-up
- You are the contact for Staff
- You are the contact for Vendors
- You are the contact for Guests
- Attend & assist with Rehearsal
- Attend & assist with Ceremony
- Attend & assist with Reception



Location

BE VERY CLEAR AS TO WHAT THE VENUE CAN & WILL PROVIDE & IF ANY ADDITIONAL COSTS ARE INVOLVED.

ARE THEY PROVIDING:

- Bar - Catering - Cake - Serving staff
- Tables - Chairs - Linens - Tableware
- Are they doing ALL set-up, service & cleanup?
- Can the client see a mock-up of the set-up prior to event?

Location

WILL THEY:

- Hand out Gift Bags to Guests upon arrival?
- Assist with assembling Gift Bags?
- Assist with Table Favors?
- Provide Table Number signs?
- Provide a Seating Chart?
- Provide a dedicated staff person, available to you for the day?

Office & Location

- Does the Location require use of their Preferred Vendors?
- What are the fees to bring in your own choice
- Get recommendations from past clients, photos of events etc.
- Get their contract in writing
- Have clients approve, sign and make deposit
- Be ready to provide Venue and Vendors with an guaranteed number of Guests 72 hours out
- Create a Vendor Timeline

Office for Vendors

- Arrival & departure time
- Dress code
- Meals & beverages provided
- Breaks - how many - how long

Timelines

- Create a Specific Wedding Party Timeline!
- Create a Specific Guest Timeline.
- Included in the Welcome Bags, or at check-in.
- Be sure that the staff has access to the BOTH Timelines!
- They will get a lot of questions!
- Timelines help you keep things on track.

Non-resort Locations

What to know before you book the location:

- Is there paved parking, outside lighting, electricity, water, refrigeration, catering kitchen and are there rest rooms?
- Do you need specific insurance, security, parking valets?
- Are there noise limitations - cut off time for music?
- Is there a limit on Guest count or other potential issues?
- Are there dressing rooms, a staging area for rentals?
- Must all rentals be removed at close of event?

Site plan & Set-up

Pre-plan and verify with the couple & the Venue Manager before booking, when can all the rentals arrive?

- Tent, stage, work tables, generators, porta-potties, fans etc.
- Ceremony set-up, chairs, arches, aisle runners etc.
- Reception set-up, tables, chairs, linens, china, bar, glassware etc.

Do NOT use the same chairs for the ceremony & reception

HAVE AN INCLEMENT WEATHER PLAN!

Double check Everything!

Please verify everything 1 week out, mistakes happen!

- Check that the venue & all vendors have you on their schedule!
- Do they all have their Timelines?
- Is there a new Venue Manager/Chef?
- Do clients have their wedding license?

Ceremony & Reception

Depending on your level of service, the wedding day can be emotional, hectic, stressful and crazy!

Do as you were contracted to do - and a bit more!

Reviews almost always share that the person they hired went above and beyond to make their event stress-free!

Are you Overwhelmed?

This is a lot to take in! Especially doing your first few events.
But it does get easier, and it is very rewarding to share the joy.

Remember: Your goal is to help create a wonderful event, not to be a waitress, or a set-up person - NO chores!

Contact me:



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