

## FINDING YOUR WEDDING PLANNER – Worksheet

NAME: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ REFERRED BY: \_\_\_\_\_

APPOINTMENT DATE/TIME: \_\_\_\_\_

### QUESTIONS:

- 1) How many years as a wedding planner. Does he/she work full time or part time? Is it a larger company having 1 or more planners/assistants? If so, how do they work together, are they all involved in the planning and implementing all aspects of your wedding?
- 2) Is he/she willing to provide a list of references?
- 3) What type of service provided and what services are handled by the planner?
- 4) Is the consultant affiliated with any organizations? If so, what are they?
- 5) Does the consultant handle other weddings at the same time you want their attention? If so, how does the planner balance his/her time?
- 6) Planner Fee – is it a percentage or flat rate? If a percentage, how is the final cost determined?

- 7) What are their payment process, cancellation and refund policy, and is there a sample contract for review?
  
- 8) Ask for a detailed breakdown of how the final amount has been determined.
  
- 9) Are there specific service providers he/she likes and what is the process for selection and hiring? Are you involved in this process?
  
- 10) Some Planners will ask that you provide a lump sum for service providers and they handle the contracts and payment process. Others will ask you to pay service providers, but help you to review the contract if needed. Clarify what works best for you.
  
- 11) Do they carry liability insurance?
  
- 12) Is the wedding planner willing to customize their services to accommodate your specific needs?
  
- 13) Are they able to accommodate the dates you are considering for the wedding?
  
- 14) Have other questions that pertain to your specific situation as well.

FEE: Flat: \_\_\_\_\_ Percentage: \_\_\_\_\_ Hourly: \_\_\_\_\_

TOTAL AMOUNT DUE: \_\_\_\_\_ DATE: \_\_\_\_\_

GRATUITIES: \_\_\_\_\_ SALES TAX: \_\_\_\_\_

RATING: 1 2 3 4