



## Wedding Planning Packages, Questionnaire & Contract

# Packages

## Wedding Planning and Coordination Packages:

### **Simple Wedding Consultant Package ---\$500.00**

\*Full payment required at signing of contract

- A great package for those who just need help getting started, or at any other point where a little assistance is needed!
- Up to four hours of consultation regarding your planning
- Referral to reputable vendors and advice regarding contracts
- Unlimited basic email and telephone questions (long distance excluded)

### **“Day-of’ Service” Wedding Directing Package - \$900.00**

\*\$ 200 non-refundable deposit at signing of contract with balance due on the wedding day

- Perfect for those wanting professional assistance **ONLY** on the day of their wedding!
- Review of all vendor contracts and confirmation of vendor services 1 –2 weeks prior to the wedding day
- Assistance in development of a wedding day itinerary
- Consultant’s services on the wedding day for a maximum of ten hours
- Provision of complete wedding emergency kit
- Personal management of the wedding day itinerary, vendors, and the wedding party
- Unlimited phone and email questions

### **Full Wedding Consultation Package --- \$1,800.00**

\*\$800.00 non-refundable deposit at signing of contract with balance paid one week prior to the wedding day

- Need full assistance with your plans, but not wedding day directing services
- FREE wedding planning binder with tip sheets, questions for vendors, worksheets and timeline guides, including pockets for your contracts, pictures, and other important information!
- Up to ten hours of consultation regarding your planning
- Referral to reputable vendors, review of vendor contracts, and confirmation of vendors 1 – 2 weeks prior to wedding day
- Assistance in developing your wedding day itinerary
- FREE Wedding Style Consultation
- Music selection assistance
- Coordinator attendance and assistance at the wedding ceremony rehearsal
- One visit to your ceremony and reception venue prior to the wedding (travel charges may apply)

**Ultimate Wedding Coordination Package – \*\$2,500.00–\$5,000.00**

\*\$1500.00 non-refundable deposit at signing of contract with balance due on the wedding day

- All-inclusive wedding package!
- Includes all the details of the Full Wedding Consultation Package
- Coordinator attendance and assistance at the wedding ceremony rehearsal
- Coordinator services on the wedding day for a maximum of 15 hours
- Personal management of wedding day itinerary, vendors, and wedding party

\*Price depends on material choosing

\*All those pricing above are based on Santa Barbara Wedding Planning industry price average researching.



## Bride & Groom Client Profile Data Sheet & Package Choice

I/we would like to employ the services of: The White Elephant Weddings & Events Dream Team for:

☐ **Simple Wedding Consultant Package ---\$500.00**

\*Full payment required at signing of contract

☐ **"Day-of" Service" Wedding Directing Package -- \$900.00**

\*\$200 non-refundable deposit at signing of contract with balance due on the wedding day

☐ **Full Wedding Consultation Package --- \$1,800.00**

\*\$800.00 non-refundable deposit at signing of contract with balance paid one week prior to the wedding day

☐ **Ultimate Wedding Coordination Package -- \*\$2,500.00-\$5,000.00**

\$1,500.00 non-refundable deposit at signing of contract with balance due on the wedding day

\*Price depends on material choosing

Please fill out the following information completely:

**Bride & Groom:**

Wedding Date:		City of Wedding: Street Address	
City:	State:	Zip:	
Phone:	Work Phone:		
Email:	Budget:		
Number of Guests:140-180			
Indoor:	Outdoor:		
Seated:	Buffet:		
Specific Requests:			

Provide payment information below **only** for the reservation and payment of wedding \_\_\_\_\_ services package.

Authorized Signature:			Date:
Visa	MasterCard	AMEX	Discover
Card#:		Exp. Date:	
Sec. Code:		*Non-refundable deposit Amount:	

\*Balance Due Day Of Wedding.



## Wedding Package Service Contract

White Elephant Weddings & Events  
4067 State Street, Santa Barbara, CA 93110 ~ Phone 805.881.2571

The White Elephant Dream Team understands and appreciates the trust and confidence bestowed upon it by the client in booking \_\_\_\_\_ as the event date(s). White Elephant Weddings & Events accepts this responsibility and commits to holding the event date(s) reserved, neither considering nor accepting any other obligation that will interfere with our meeting our full commitment to you. This commitment is conditioned upon satisfactory receipt of fees set forth below.

This Agreement is entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between, White Elephant Weddings & Events a Business, and

\_\_\_\_\_, as individuals. Total: \_\_\_\_\_ package fees: \_\_\_\_\_

\$\_\_\_\_\_ non-refundable deposit due and payable to reserve wedding/event date.

Non-refundable deposit paid:

\_\_\_\_\_ Balance due on the wedding/event date: Non-refundable deposit \$\_\_\_\_\_

Balance\$\_\_\_\_\_. Inconsideration of the mutual promises set forth hereunder, the sufficiency of which is hereby acknowledged, White Elephant Weddings & Events and

\_\_\_\_\_ agree to the following:

- White Elephant Weddings & Events promises to provide services, to include the following and as described in pages 2-4 of this document. Check One (1):

\_\_\_ **Simple Wedding Consultant Package ---\$500.00**

\_\_\_ **"Day-of" Service" Wedding Directing Package -- \$900.00**

\_\_\_ **Full Wedding Consultation Package --- \$1,800.00**

\_\_\_ **Ultimate Wedding Coordination Package -- \*\$2,500.00-\$5,000.00**

I understand that I am using White Elephant Weddings & Events to help with my weddings planning. I also understand a \$\_\_\_\_\_ non-refundable deposit is required and final payment is due on the wedding/event date. I can cancel at any time or change my contract at any time and agree to pay all fees. I acknowledge White Elephant Weddings & Events and its representatives are not liable for the products or services and warranties of participating vendors. I understand that it is my

responsibility to purchase my own wedding insurance, if I so desire.

In the event of any dispute or legal action between the parties concerning the enforcement or interpretation of this General Contract, each party shall be responsible for their own attorney's fees.

This Agreement is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City of \_\_\_\_\_, the County of \_\_\_\_\_, State of \_\_\_\_\_.

\_\_\_\_\_  
White Elephant Weddings & Events  
a Sierra Bravo Enterprises, LLC company  
Co-Owner and CEO Sierra Falso

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Groom



## Supplemental Wedding Party Checklists

### Maid of Honor's Checklist

- Helps the bride select bridesmaid's attire
- Helps address invitations and place cards
- Attends as many prenuptial events as possible
- Organizes bridesmaids' gift to the bride. Usually gives an individual gift to the couple
- Makes sure all the bridesmaids, the flower girl, and the ring bearer are at fittings, the rehearsal, and the ceremony on time
- Is expected to attend the rehearsal and is include at therehearsal dinner
- Walks in processional and recessional
- Holds the groom's wedding ring
- Helps with the bride's gown
- Arranges the bride's gown is 'picture perfect' throughout the day
- Holds the bride's bouquet during the ceremony
- Witnesses the signing of the marriage certificate
- Stands in the receiving line
- Keeps the bride on schedule
- Helps the bride change into her going away clothes
- Takes care of the bride's gown and accessories after the reception

Note:

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### Bridesmaids' Checklist

- Assist the Maid of Honor as requested
- Attends as many prenuptial events as possible
- Assist the bride with errands
- Contribute to bridesmaids' gift to the bride. Usually gives an individual gift to the couple
- Are expected to attend the rehearsal and are included at the rehearsal dinner
- Arrive at dressing site promptly
- Walk in processional and recessional
- Possibly participate in receiving line
- Help gathering guests for the first dance, cake cutting, and bouquet toss
- Participate in bouquet toss, if single
- Look after the couple's elderly relatives or friends

Note: \_\_\_\_\_  
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\_\_\_\_\_

### Best Man's Checklist

- Organizes a pre-wedding party for the groom
- Coordinates the ushers' gift to the groom. Usually gives an individual gift to the couple
- Is expected to attend the rehearsal and is included in the rehearsal dinner
- Gets the groom dressed and to the ceremony on time
- Makes sure the groom's wedding related expenses are prepared
- Makes sure the groom has the marriage license with him
- Delivers any payment to Officiant, sexton, and ceremony musician, as prepared
- Enters the sanctuary with the groom
- Takes care of and holds the bride's wedding ring
- Makes sure all ushers and properly attired and in place on time
- Walks in the recessional
- Witnesses the signing of the marriage certificate
- Drives the bride and groom to reception, if no driver is hired
- Helps welcome guests at reception
- Offers first toast to bride and groom at reception
- Helps the groom get ready for the honeymoon
- Gathers up and takes care of groom's wedding clothes after he changes
- Has a car ready for the bride and groom to leave the reception or perhaps drive them to the next destination

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### Head Usher's Checklist

- Expected to attend the rehearsal and is included at the rehearsal dinner
- Receives any lists of guests who are to be seated in a specific pew and is aware of importance and sequence of seating special guests, such as the mothers and grandmothers of the bride and groom
- Makes sure that programs, if used, are handed to guests when they are seated
- Makes sure that people who are designated to receive special flowers or corsages do, if the flowers have not been delivered to the recipients beforehand
- Checks that all ushers are dressed properly and wearing their boutonnieres on the left side, stem down
- Makes sure that the ushers know how to usher: how to greet guests, how to offer a single woman guest, and how to precede a couple to their seats
- Helps gather the wedding party for photographs either before or after the ceremony and ensure the transportation arrangement has been made for all members of the wedding party to and from the ceremony
- Completes entire Groomsmen and Ushers Checklist, as needed

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### Groomsmen and Ushers' Checklist

- Participate in party for the groom, if there is one
- Contribute to the ushers' gift to the groom. Usually gives an individual gift to the couple
- Expected to attend the rehearsal and the rehearsal dinner
- Review any special seating situations with the head usher before the ceremony begins
- Greets guests as they arrive
- Seat the eldest women first if a group of guests arrive simultaneously
- Ask guests whether they are to be seated on the bride's side or the groom's side
- Offer their right arm to female guests
- Walk to the left side of a male guest
- Hand each guest a program when they are seated
- Put the aisle runner in place after guest are seated and before the processional begins
- Know the order of seating per tradition such as special guests, grandmother of the groom, and bride's mother last
- Close windows and check pews for programs or articles left behind after the ceremony
- Are prepared to direct guests to the reception site
- Dance with bridesmaids and other guests at the reception
- Look after elderly relatives or friends
- Participate in garter ceremony, if there is one, and encourage other single men to participate
- Coordinate return of rented apparel with head usher or best man

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### Mother of the Bride's Checklist

- Hosts an engagement party
- Helps couple to decide on sites or assists in making other big planning decisions
- Usually contributes to the wedding budget
- Assists the bride in putting together the family's guest list
- Offers suggestions for special family or ethnic ceremony traditions
- May help bride to shop for wedding gown and accessories
- Chooses own wedding day outfit
- Along with the maid of honor and bridesmaids, may plan and host bridal shower
- On wedding day help bride to get ready
- May accompany daughter and husband to ceremony
- Walk in recessional with husband following wedding party
- Greet guests in receiving line
- May be announced along with husband
- Sits in an honored place at parent's table
- May assist with coordinating vendors
- May host a post-wedding brunch

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### Father of the Bride's Checklist

- Hosts an engagement party
- Helps couple to decide on sites or assists in making other big planning decisions
- Usually contributes to the wedding budget
- May select hotel for out of town guests and reserve a block of reduced rate rooms
- Rents own formalwear (work with couple to coordinate with wedding party)
- Helps pick up out-of-town guests from airport. May also arrange transportation to the wedding
- Typically travels to ceremony with the bride
- Walks daughter down the aisle
- Gives the bride away during the ceremony
- Escorts the mother of the bride out following the wedding party
- Greets guests in the receiving line
- May be announced with wife at reception
- May make a welcoming speech
- Sits in an honored place at the parent's table
- Toasts the newlyweds after the best man makes his speech and the groom responds
- Dances with the bride
- May take care of vendor balances at the end of the reception

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### Mother of the Groom's Checklist

- Contacts the mother of the bride if the families are not acquainted
- Attends the first engagement party if the bride's family hosts one
- Along with husband, may host an additional engagement party for the groom's side of the family
- Usually contributes to wedding budget
- May help couple decide on sites and/or make other big planning decisions
- Helps group to put together family's guest list
- Offers suggestions for special family or ethnic ceremony traditions
- May help bride shop for her wedding gown
- Chooses own wedding day outfit
- Along with husband, plans and hosts the rehearsal dinner
- Escorted out following the wedding party and the bride's parents
- Greets guests in the receiving line
- May be announced with husband at the reception
- Sits in an honored place at the parent's table
- Does mother-son dance with groom
- Attends post wedding brunch (if held)

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### Father of the Groom's Checklist

- Attends engagement party, if the bride's family hosts one
- Along with wife, may host an additional engagement party for groom's side of the family
- Along with wife, may contribute to the wedding budget
- May help couple decide on sites and/or make other big planning decisions
- Rents own formalwear
- Along with wife, plans rehearsal dinner
- May travel to ceremony with the groom and the best man
- May escort wife to her seat right before the mother of the bride is seated
- Escorts mother of the groom out after wedding party and bride's parents
- Greets guests in the receiving line
- May be announced with wife
- May make a welcome speech
- Sits at an honored place at the parent's table
- May toast the newlyweds
- May settle final bills with wedding vendors
- Attends or hosts post-wedding brunch

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### Flower Girl's Checklist

- Dress and accessories should be paid for by her family
- Attends the rehearsal although she usually does not attend the rehearsal dinner
- In the processional, walks alone directly before the bride and her father
- Often scatters petals from a basket she holds, although this is sometimes too overwhelming a responsibility for a young girl to manage in front of a large group of people. It is usually easier for her to carry either a small basket of flowers or a tiny nosegay of flowers similar to those carried by the bridesmaids
- In the recessional, walks with the ring bearer, directly behind the couple
- The bride may hire a babysitter or ask one of the bridesmaids to look after the flower girl, to be in charge of checking her appearance and making sure she is present for formal pictures, helping her manage her food at the reception, and escorting her to the ladies room

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### Ring Bearer's Checklist

- His attire should be paid for by his family
- Attends the rehearsal
- He immediately precedes the flower girl in the processional
- Carries either the actual rings or a facsimile of the rings, on a white velvet or satin cushion. If the rings are genuine, they should be fastened to the cushion with a very thin thread or placed over a firmly fixed hatpin. The best man takes the rings from the cushion at the ring moment
- Walk with the flower girl in the recessional, directly behind the bride and groom
- The bride may hire a babysitter or ask one of the users to look after the ring bearer, to be in charge of checking his appearance, making sure he is present for formal pictures, helping him manage his food at the reception, and escorting him to the men's room

Note:

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# WEDDING PLANNING DISCOVERY MEETING (./)

[WHITE ELEPHANT HOME PAGE \(./\)](#)   [LET'S START PLANNING \(LETS-START-PLANNING.PHP\)](#)   [BRIDE N' GROOM QUESTIONNAIRE \(BRIDE-N-GROOM-QUESTIONNAIRE.PHP\)](#)

CONGRATULATIONS! If you've landed here you must have recently gotten engaged! The Dream Team at White Elephant Weddings and Events has compiled the following "get to know you" and "at what stage of planning are you in" questions to help us better advise you. If we have not scheduled an in person meeting or phone session to go over these questions please take a few minutes to fill out this form and one of our Dream Team will call you back.



([bride-n-groom-questionnaire.php](#))

Sincerely Yours,

The White Elephant Dream Team

S.M., R.K., S.F. & D.F.

**805.881.2571**

[WhiteElephantWeddingsAndEvents@Gmail.com](mailto:WhiteElephantWeddingsAndEvents@Gmail.com)

(<mailto:WhiteElephantWeddingsAndEvents@Gmail.com>)

## PRELIMINARY / DISCOVERY WEDDING PLANNING QUESTIONNAIRE

LET'S GET TO KNOW EACH OTHER!

Bride-to-be:

Groom-to-be:

Ceremony Date:

Cell/Phone#:

Email:

How and when did you two meet?

Tell us a funny story about each-other or your first date:

Bride-to-be's pet name, please share if it's not too personal:

Groom-to-be's pet name, please share if it's not too personal:

HOW DID HE/SHE PROPOSE?

HOW MANY WEDDINGS HAVE YOU BEEN TO IN YOUR LIFE and what roles have you played in other peoples weddings, I.E. best man, made of honor, flower girl, etc.?

Bride-to-be:

Groom-to-be:

WHAT IS THE BEST OR WORST WEDDING YOU HAVE EVER BEEN TO AND WHY?

Bride-to-be:

Groom-to-be:

WHAT STAGE OF PLANNING ARE YOU IN?

BUDGET?

- ☐ No we haven't set a budget.
- ☐ We need help setting a budget.
- ☐ Yes we've set a budget.

Our budget is roughly:

NUMBER OF EXPECTED GUESTS?

LOCATION, LOCATION, LOCATION!

- ☐ No we're still looking.
- ☐ We would like help or suggestions.
- ☐ Yes we've found our location(s).
- ☐ Yes the venue has all the party rental equipment included in the venue rental.

PARTY RENTAL EQUIPMENT:

- ☐ No we're still looking.
- ☐ We would like help or suggestions.
- ☐ Yes we have chosen our party rental company.

The ceremony will be at:

The ceremony will start at:

The reception will be at:

The after party will be at:

HAVE YOU HIRED AN OFFICIANT?

- ☐ No we're still looking.
- ☐ We would like help or suggestions.
- ☐ Yes we've found an officiant.

Officiant's name:

HAVE YOU DECIDED ON YOUR WEDDING THEME and DESIGN?

- ☐ No we're still thinking about it.
- ☐ We would like help or suggestions.
- ☐ Yes we've chosen our theme and design for the wedding and reception.

If yes please describe theme and or design ideas:

HAVE YOU FOUND YOUR PHOTOGRAPHER AND VIDEOGRAPHER?

- ☐ No we're still looking.
- ☐ We would like help or suggestions.
- ☐ Yes we've chosen our photographer.
- ☐ Yes we've had our engagement photos taken or scheduled.
- ☐ Yes we've chosen our videographer.

Our photographer is:

Our videographer is:

ANNOUNCEMENTS AND INVITATIONS:

- ☐ Yes we mailed engagement announcements.
- ☐ No we haven't mailed engagement announcements yet.
- ☐ Yes we mailed save the date cards.
- ☐ No we haven't mailed save the date cards yet.
- ☐ Yes we have picked and ordered our wedding invitations.
- ☐ No we haven't ordered our wedding invitations yet.

Do you want assistance with any of the announcements or invitations?

HAVE YOU FOUND YOUR MUSIC?

- ☐ No we're still looking.
- ☐ We would like help or suggestions.
- ☐ Yes we've chosen our DJ for the reception.
- ☐ Yes we've chosen our music and or musicians for the ceremony.

Our DJ is:

Our musicians are:



HAVE YOU FOUND YOUR TRANSPORTATION?

- ☐ No we're still looking.
- ☐ We would like help or suggestions.
- ☐ Yes we've reserved our wedding transportation.

Our transportation provider is:

HAVE YOU DECIDED ON A FLORIST FLOWERS AND/OR DESIGNER DECORATIONS?

- ☐ No we're still looking.
- ☐ We would like help or suggestions.
- ☐ Yes we've chosen a florist.
- ☐ Yes we've chosen a designer.

Our florist is:

Our designer is:

CATERING ~ Food, Drink and Cake:

- ☐ No we're still looking.
- ☐ We would like help or suggestions.
- ☐ Yes we've chosen a caterer.
- ☐ Yes we've chosen bartending services.
- ☐ Yes we've chosen our cake and baker.

Our caterer is or will be one of the following:

Our bartending services will be done by:

Our cake will be made/delivered and set up by:

HAVE YOU DECIDED ON YOUR REHEARSAL DINNER PLANS?

- ☐ No we're still looking.
- ☐ We would like help or suggestions.
- ☐ Yes we have decided on our wedding rehearsal dinner plans.

Our rehearsal dinner will be at:

WEDDING PARTY WILL OR MAY CONSIST OF (SUBJECT TO CHANGE):

Yes I've chosen my maid of honor and bridesmaids, they are:

BRIDAL PARTY MAKE-UP, NAILS AND HAIR:

- ☐ No I'm still looking.
- ☐ I would like help or suggestions.
- ☐ Yes I've booked a stylist(s) or salon for the bridal parties make-up, nails and hair.

The bridal party will be using the following stylist or saloon:

Yes he's chosen his best man and groomsmen, they are:

The flower girl and ring bearer will be:

ACCOMMODATIONS FOR OUT-OF-TOWN GUESTS AND BRIDAL SUTE:

- ☐ No we're still looking.
- ☐ We would like help or suggestions.
- ☐ Yes we blocked out rooms at the following hotel(s)

☐ Yes we know where we are staying on our wedding night.

We have booked and or are thinking of blocking out rooms for out-of-town guests at:

Our wedding night accommodations will be at:

HAVE YOU DECIDED HOW YOU WANT TO MAKE YOUR GRAND EXIT?

- ☐ No we're still thinking.
- ☐ We would like help or suggestions.
- ☐ Yes!!!

If yes please describe:

DETAILS, DETAILS, DETAILS:

- ☐ Yes I picked my wedding gown, veil & accessories.
- ☐ No I still need to shop for my wedding gown, veil & accessories.
- ☐ Yes he has ordered his formalwear and/or chosen groomsmen's outfits.
- ☐ No he hasn't ordered his formalwear and/or chosen groomsmen's outfits.
- ☐ Yes we've registered for gifts from at least 1-3 stores with online ordering options.
- ☐ No we need to register for gifts.
- ☐ Yes we have chosen wedding guest favors.
- ☐ No we still need to choose wedding guest favors.

Do you want assistance with any of the above?

HAVE YOU RESEARCHED OTHER WEDDING PLANNERS OR ARE WE THE FIRST?

- ☐ Yes.

- ☐ No.
- ☐ Your the first planner we've reached out to.

If yes, for comparison will you share with me your experience with them and or their pricing quotes:

CONFIRM YOUR EMAIL (if your forgot to put it in at the top of this form.)

CONFIRM YOUR CELL/PHONE # (if your forgot to put it in at the top of this form.)

Send Your Big Dream!

Wedding Planning Checklist.pdf



(resources/Wedding%20Planning%20Checklist.pdf)

Size : 101.746 Kb

Type : pdf

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