

A photograph of two young women with long blonde hair sitting on a light-colored sofa. The woman on the left is wearing glasses and a white long-sleeved shirt, holding a pen and a notepad. The woman on the right is wearing a black tank top and jeans, using a silver laptop. They are both smiling and looking at the laptop screen. A white text box is overlaid on the bottom half of the image.

CLIENT WELCOME PACKET

PLAN WITH HAN



LET'S CREATE SOMETHING AMAZING...

I am so honored that you are considering choosing me and trusting me to help make your big event take place. I love everything that goes into planning, but by far my favorite part is the day of your wedding, and seeing it come together the way you dreamed it up. I have been told by many that it feels like planning with your best friend when you plan with me, and I am excited to get to know you and become friends during this process.

Hannah Towler

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WELCOME!

WE ARE SO HAPPY TO WORK WITH YOU!

This packet has everything you need to know as we get started working together. There are many helpful resources, brainstorming spots, basic info about my business and where to get started! If you have questions I am always here for you, just reach out!

hannah

MEET THE TEAM



HI, I AM HANNAH!

Owner / Lead Planner

Hey there! I am the founder of *plan with han*! I loved every minute of planning my wedding day and since then I have had the privilege of making many different bride's dreams come true on their special day! I would love to work with you as you prepare for your big day! It is a true joy to take the stress from you so that you are able to have a blast and enjoy the fun of this time of life!



HI, I AM SARAH GRACE!

planner/coordinator

I have always loved planning birthday parties for friends and weddings are just a step bigger! I am ready to be your biggest hype girl on your big day!

PACKAGE OVERVIEW

MONTH OF COORDINATION / WEDDING MANAGEMENT

I will be by your side the last month and the day of your big day! I will help you make sure the final details are in place, all the way down to making sure you don't forget a pen for the guest book! I also will head up the setup/breakdown and every moment in between on your big day!



PARTIAL PLANNING

I will help with the overview planning. I work as your sound board as you make decisions, help research and recommend vendors, and much more. I am your right hand woman for anything you need. You can also count on me for your wedding day, not a detail will be missed and it will go smoothly so you can enjoy every moment.



FULL PLANNING

I am your person. I will take the lead on anything with your wedding that you don't want to do. I will narrow down vendors so that you just have to make the final pick. The perfect package for brides who are indecisive or don't have the time to do all the planning. Trust me, you will love what I create for you!



PACKAGE DETAILS

WEDDING MANAGEMENT

This package includes:

- Face to Face meeting with the couple
- A detailed timeline of the event that will also be sent to all vendors two days prior to the wedding
- Unlimited contact via phone and email
- Review of floor plan, event flow and setup needs
- Walk through at the venue
- My attendance and coordination at Rehearsal practice
- Onsite for up to 10 hours managing your event

Price: \$2000

MONTH OF / DAY OF

this package includes:

- all that is in the wedding management package
- one month out from wedding help.
- finalizing any details
- running last minute errands
- double checking lists of to-dos
- final consultations and decision help

Price: \$2500

PARTIAL PLANNING

This package Includes:

- Three Face to Face Meetings with the Couple
- Unlimited Contact via phone & email
- A detailed timeline of the event that will also be sent to all vendors two days prior to the wedding
- Review of floor plan, event flow and setup needs
- Up to 2 walk throughs at the venue
- My attendance and coordination at Rehearsal practice
- Onsite for up to 10 hours managing your event
- Help researching and finding vendors for the best prices
- Help with your budget
- 50 hours of our services to be used how you would prefer

Price: \$3000

FULL PLANNING

This Package Includes:

- Coordination with all vendors & serves as the main point of contact
- Budget analysis & assistance staying on budget
- Full event design & coordination
- Unlimited Contact via phone & email
- Help with Invitation Process
- A detailed timeline of the event that will also be sent to all vendors two days prior to the wedding
- Review of floor plan, event flow and setup needs
- Up to 2 walk throughs at the venue with detailed scheduled meetings
- My attendance and coordination at Rehearsal practice
- Setup & takedown of Event
- Onsite for up to 10 hours managing your entire event
- Help researching and finding vendors for the best prices
- Help with your budget
- 60 hours of our services to be used how you would prefer

Price: \$4000

ENGAGEMENT PARTIES / REHERSAL DINNERS

This package Includes:

- Three Face to Face Meetings with the person in charge of planning
- Unlimited Contact via phone & email
- A detailed timeline of the event that will also be sent to all vendors two days prior to the wedding
- Review of floorplan, event flow and setup needs
- 1 walk through at the venue
- My attendance and coordination at entire event
- Onsite for up to 5 hours managing your event
- Help researching and finding vendors for the best prices
- Help with your budget
- Help with setup/takedown

Price: \$500

ANNIVERSARY / CORPORATE EVENT

This Package Includes:

- 2 Detailed scheduled Meetings with the person planning
- Coordination with all vendors & serves as the main point of contact
- Budget analysis & assistance staying on budget
- Full event design & coordination
- Unlimited Contact via phone & email
- Help with Invitation Process
- A detailed timeline of the event that will also be sent to all vendors two days prior to the wedding
- Review of floor plan, event flow and setup needs
- 1 walk throughs at the venue
- Setup & takedown of Event
- Onsite for up to 6 hours managing your entire event
- Help researching and finding vendors for the best prices

Price: \$900

HOW IT WORKS

Still unsure about how we can work together to turn your ideas into your DREAM wedding? Simply follow the steps below...

1

BOOK A COUNSEL TATION

Book a time for us to chat. Bring your questions, and I will bring you a customized mood board based on what you think you want.

2

BOOK US!

Let me know when you are ready for the next step! Once you sign the contract we will get started with planning!

3

CATCH ME UP

Send me anything you already have planned, or the ideas you'd love to make happen. Then we will get started planning!

Don't feel like you have to lock in everything at once! Book the package that you think suits you best and if we need to add on services later we can!

WHAT TO EXPECT

WHY PLAN WITH ME?

I pride myself in the following three things as a wedding planner....

- ✓ A best friend planning by your side. Planning will be made fun, and light hearted. Not overwhelming and confusing.
- ✓ An organized planning process, Every detail will be taken care of and your big day will go smoothly
- ✓ We will stick to your budget, find ways to make your dreams happen any way we can, and create a day that you will remember!
- ✓ Making sure that your dreams come true with your wedding. We get creative in order to make sure you love every moment of your big day!



COMMUNICATION



BUSINESS HOURS

Monday - Saturday

8:00am - 6:00pm EST

RESPONSE TIME

(hours of operation, weekdays) within an hour or two.

Hannah works on business after hours as well as some weekends and could possibly be in contact after her normal hours. You are not expected to respond during those hours, but she will be in contact as she works on your project.

PREFERRED CONTACT METHOD

Text and email are best contact so that nothing discussed gets lost. If you would like to set up a phone call, facetime, or face-to-face meeting please set one up with Hannah ahead of time.

LET'S KEEP IN TOUCH!

WORK PROCESS TIMING

Here's a sample of our project timeline / status report. You will receive a status update on the last day of every month to keep you updated on your event, what has been done and what is up next to do! We want you to focus on small tasks, so it doesn't seem so overwhelming!

PREVIOUS MONTHS COMPLETED LIST

Month

- pick colors
- pick theme / vibe

STILL IN PROGRESS

Month

- pick bridesmaids dress colors
- pick groomsmen colors

THIS MONTHS TO-DO

Month

- brainstorm your must haves and absolutely nots of decor

START THINKING ABOUT

Month

- start buying decor or looking at places to rent

BILLING TERMS

PROJECT-BASED CONTRACT AGREEMENT

Your contract will include details on your personalized billing terms, invoice deadlines, and the extent of what is included in your project with me. Your payments will be split up through the planning process evenly. With an initial deposit within 48 hours of your contract being signed and your final payment due one month from the wedding day.

I am flexible and willing to work with you as needed with the invoices and billings, just communicate with me and we can work it out!



WHAT'S NEXT??

FILL OUT QUESTIONNAIRE

Fill out all the information on the questionnaire so that I can get to know you a little before the initial meeting, and so I can get started on your wedding inspo board!



*IT'S LIKE PLANNING WITH
YOUR BEST FRIEND!*

BOOK COUNSEL TATION

Book an in person or online consultation with me. I will have your personalized inspo board for you, and we can answer all questions before you decide to jump in and get planning with me!

SIGN CONTRACT / INVOICE

This is how we get started officially! I can't help plan until the contract and deposit are completed.



FREQUENTLY ASKED QUESTIONS

How do we plan and make sure things are getting done?

I allow my brides to have full access communication to me. Send me ideas, as questions, and brainstorm anytime of day you want. I will respond when I am able. I record all ideas and things you share so that our next meeting we can dive in more specifically. I reach out to my brides every 2-3 weeks if I haven't heard from them. Just to check in and assure you that I am still planning, and here to help in any way you need!

How long has PWH planned?

The owner Hannah has planned for over 4 years, but she has recently made this her business starting in early 2022. We have completed over 10 weddings and by the end of 2022 will have almost 20 done!

What does the day of look like?

All of our wedding packages ensure that you will have us there on the big day! We have a minimum of two coordinators there to make sure no detail is missed, and to make sure you have us by your side every moment to help you, answer questions, and keep stress away!

What other services do you offer?

I offer many other services, below are my main ones other than planning:

- Rentals
- Florals
- Rehearsal Dinner Planning / Coordinating
- Bachelor / Bachelorette Planning / Coordinating
- Bridal Shower Planning / Coordinating

LOOKING FORWARD TO WORKING WITH YOU!

I am so excited to have the opportunity to work with you! I would love to create a 20-30 photo inspo board for our first consultation visit. Please fill out my questionnaire that was attached to my initial email and let me know when you would be free to meet either via facetime, or in person!

If you have ANY questions please feel free to reach out and I would love to help!

*IT'S LIKE PLANNING WITH
YOUR BEST FRIEND!*



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YOU WILL MAKE A BEAUTIFUL BRIDE! HAPPY PLANNING, AND I HOPE TO BE A
HELP TO YOU IN ANY WAY!!