



LOVE CLARK

WEDDINGS & EVENTS

PLANNING & DESIGN GUIDE



# HELLO THERE



We are Love, Raquel, and Joy, the Wedding & Events organizers, vision creators, problem-solvers, and welcome wagons.

We're delighted you're here since it suggests you're interested in having a elegant, refined, and lavish wedding. And you're thinking about working with us to help streamline your journey with a seamless experience!

Can i say we love your taste already!

Love Clark Events creates elegant weddings that are carefully planned, flawlessly performed, and brimming with exquisite grace and sophistication.

We're here to serve as your right-hand team, attentively guiding you as you confidently traverse the uncharted by providing wedding planning and design services. As your right-hand team, we're here to carefully guide you through the unfamiliar with ease and assurance.

Providing unmatched planning and design services for weddings. We have put up this kit to walk you through all you need to know about our Planning procedure and price.

If you have any questions along the road, please don't hesitate to contact us at [hello@loveclarkevents.com](mailto:hello@loveclarkevents.com). We appreciate your consideration of us as your wedding planning partners in the interim.

- *Love Clark Events*



## WHAT WE DO

- Plan
- Produce
- Design

# OUR COUPLES & CLIENTS

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## DETAILED PROCESS

Our couples love a for a process that will go smoothly, with activeness and attention to detail, for their event with a team whose ultimate goal is to create enchantment for their unique occasion. The right-hand team, working with professionals and creatives to create a seamless experience, makes planning feel easy. You know, the ladies that keep things moving throughout the day by holding your dress when necessary or cleaning that makeup stain out of your tux because we all know it happens. Our team's personal touch is appreciated by our clients.



Let's Smile, Dream & Create

## THE LOOK

IT's the showpiece that all have dreamed to come true in real life. Our couple love when a vision is created just like discussed and no longer have to rely on social platforms for inspirations for the big event. We enjoy watching the big reveal, hearing the screams, laughter and joyous moments before your guest enter into the space. We rocked this for moments - now it time to enjoy it!

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## GUEST EXPERIENCE

Our couples sincerely care about the little things and how their guests are treated during their experience. From unique table designs, wedding day enterinamete to setting the tone with beautiful wedding invitations and welcome bags presented as the hotel guest experience. It's an overview of moments leading up to the special celebration.



# OUR PROCESS



## On-Boarding

- Our sessions begin with lots of enjoyable sharing of moments to better understand your wants for the big day. We'll syne you to our planners portal and provide a head start to planning professionals.

## LOCATION



## Venue wiithin 2 weeks after first meeting

- After our initial consultation we'll begin venue sourcing for the right location within the allocated amount discussed. This includes site visits, scheduling and booking. If booked we'll move forward with our next steps.



## Vendor Bookings - 2-3 after first meetings

- Creation of budget for the wedding and creations of matched vendors that fit within the allocated amount.  
Discussion of the team of preferred vendors and distribution of reservation guidelines Creation of wedding website, Established accommodations if needed for guest. Establish upcoming meetings and appointments of dates for future Planning Meetings + Determination of desired date for Engagement Session and scheduling of hair and make-up trial. Begin development of guest list and must haves for the wedding.

# OUR PROCESS



Third Meeting Six  
months before  
wedding day

- Six months before wedding day we'll discuss the overall vision to ensure we have all new ideas that we're sure you've found all over social media and if you haven't we'll have you all covered our next step within design. We'll then schedule a venue walk-through of the location.



Fourth Meeting  
4-5 months before  
wedding

## DESIGN - TASTING - LOGISTICS- PRODUCTION

- Let's talk design!! We'll share the Design Presentation we've put together for the wedding. Then discuss final Menu/Beverages Tasting and Selection from caking. It's now time to schedule your Cake Tasting and make your Selection if we haven't already done so.

All things paper, acrylic and unique for the Stationery needs for the wedding this Discussion and we'll need to make a Selection

If we're planning on added a touch of sophistication we'll review and discuss all Rentals selection. Logistics and final meetings with ALL Vendor back. All vendor estimates must be reviewed, authorized, and budgeted appropriately. To put all wedding components into production.



2 MONTHS BEFORE  
THE WEDDING

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# WHAT TO EXPECT

All wedding management services, including:  
Confirmation of services and wedding day logistics with all booked vendors

2 MONTHS BEFORE  
THE WEDDING

Final venue walkthrough with clients and key vendors to verify event layout and logistics

Sharing of ceremony program template for clients to detail the order of events, names of significant people, and any other information relevant to their wedding ceremony

Creation of wedding Mastersheet detailing all wedding logistics, to include: timeline, photo schedule and groupings, beauty schedule, transportation, personal inventory, seating distribution and final layout, rental catalogue, song selections, and more

- Creation of two versions of the timeline and wedding summary information documents to be distributed among vendors and wedding party members, with information relevant to each group
- Collection of wedding inventory (e.g., favors, programs, menus, etc.)
- Navigate the wedding rehearsal
- Provide the location of the wedding and reception to wedding party
- Dedicated staff person to assist the couple with pre-ceremony preparations and activities.
- receiving goods and welcoming vendors at the location (s)
- reviewing the details of the ceremony with the officiant and the wedding party
- distributing wedding flowers to the bridal party and attaching corsages and boutonnieres
- arranging the wedding party for entrances to the ceremony and reception
- Assist guest in locating the ceremony, cocktail hour, and reception are indicated for guests.
- Placement and overseeing personal and design elements
- (includes centrepieces, table numbers, place cards, menus, programs, wedding favors, guestbook, escort cards, etc.)

- Reviewing all tables and chairs including place settings to ensure accurate count before welcoming guest.
- organizing the wedding party, DJ, and band for toasts and speeches
- assisting the photographer by ensuring that the bridal party and relatives are prepared when needed
- If any issues develop throughout the day, troubleshooting will be done.
- handling final payments and/or tips for vendors (if needed)
- Keeping track of wedding gifts and personal belongings (such as toasting flutes, a guest book, and leftover cake) and making sure they reach the proper individual by night's end
- delivering the occasion of your dreams while enabling you to unwind and take pleasure in your big day!



# PLANNING STYLE

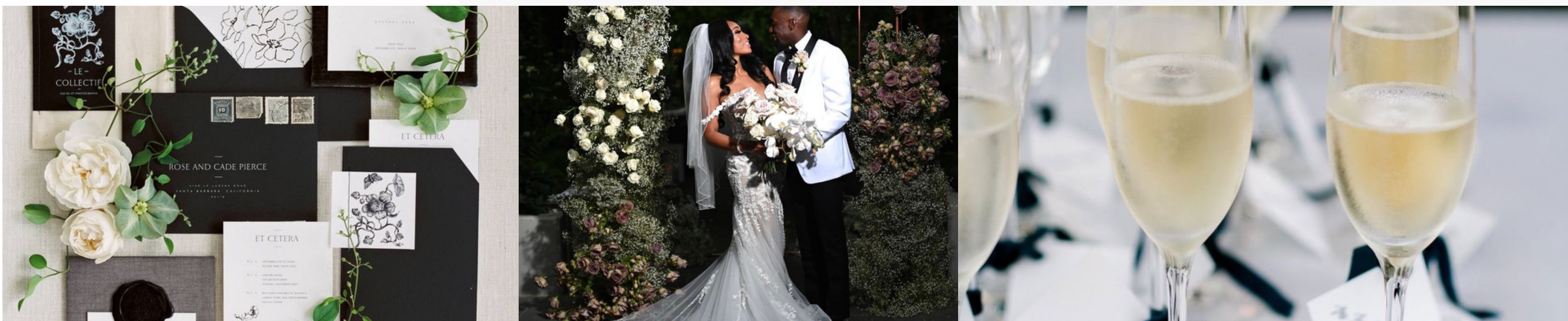
## F FULL WEDDING PLANNING & DESIGN \$8,000



Our full planning is essential to couples that want the ultimate experience of having their planner design each element of their wedding day. This experience is for couples that desire an cohesive design starting from the selection of the perfect venue to choosing the best welcome bags for your out of town guest. We'll cover all of the elements that is important to making your day remarkable and pleasurable

We'll begin our planning process until you say the big words "I Do"

## MANAGEMENT & DESIGN \$5,000



Our Management & Design is for couples who have started their process but are in need of the best additional guidance to ensure that all things are cohesive while also finalizing all of the ideas you've developed on your dream wedding. We'll build your concept + design and plan all of the details from there on, while managing all of your vendors from the start! We'll then create a design board that matches the aesthetics of the event across multiple categories, all while ensuring a cohesive floor plan from ceremony to reception. Prior to the big day, we'll meet with all design vendors. While continuing to provide appropriate recommendations for other elements throughout the process.

\* This packages begins six months before you say your "I Do"

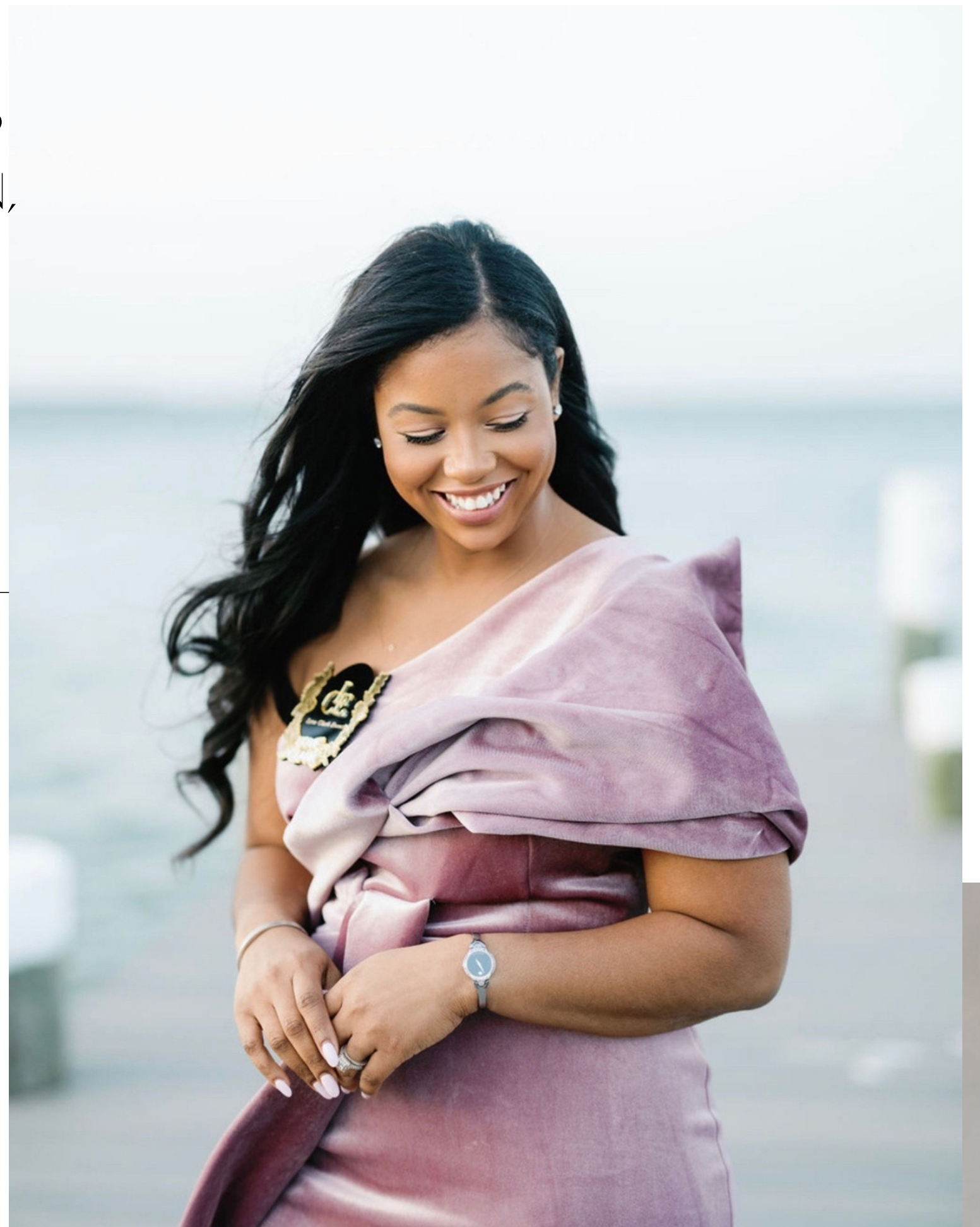
# MG

## MANAGEMENT

### \$2,100



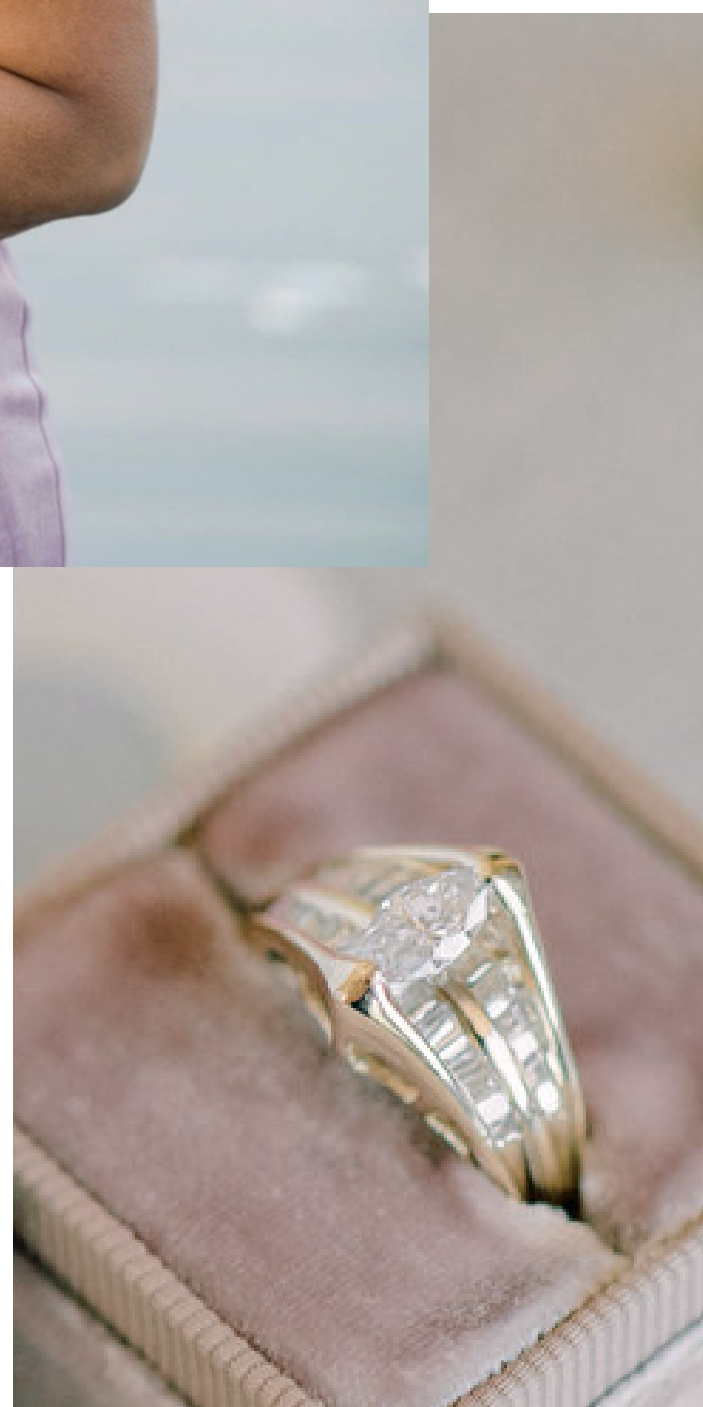
LOVE CLARK EVENTS IS WELL-KNOWN AND APPRECIATED FOR HER CONFIDENTIALITY, AS WELL AS FOR HER INTUITIVE CREATIVE DESIGN, NATURAL EYE FOR DETAIL, AND SMOOTH PLANNING PROCESS. SHE HAS OVER 7 YEARS OF EXPERIENCE PRODUCING EVENTS. LOVE CLARK EVENTS, A MARYLAND-BASED COMPANY WITH A PRESENCE EXPANDING ALL OVER, IS EXCEPTIONAL AT DELIVERING ONE-OF-A-KIND EVENTS OF ALL TYPES AND SCALES, FROM ELABORATE CORPORATE EVENTS TO MULTI-DAY CELEBRATIONS.



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# READY PLAN THE WEDDING OF YOUR DREAMS?

GET IN TOUCH

FOLLOW ALONG  
@LOVECLARKEEVENTS

We're always sharing behind the scene moments and great events on  
our social media! Cant wait to see you there!

