



TWIG & OLIVE PHOTOGRAPHY

simply weddings

PLANNING & DESIGN

YOUR DAY, YOUR WAY.



Welcome to Simply Weddings! We are honored that you are considering our wedding planning services. Because we genuinely believe that you should not have to work on your wedding day, our goal is to take the stress of wedding planning off your shoulders, so you can enjoy the wedding planning process and, most importantly, your big day!

A wedding planner is like a wedding contractor. We work with our clients on their overall event vision and touch many aspects of their wedding. Since we work with and recommend professional vendors that are experts in their specific field, you can rest reassured that your vendor team will be top-notch.

*Taking the preparations off of your shoulders
but never out of your hands*

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SIMPLYWEDDINGSLLC.COM

608-512-8475 | email: hello@simplyweddingsllc.com

Hi! My name is Shannon, and I know first-hand how overwhelming wedding planning can be. Are you finding you're taking too much time off work to speak with and/or meet with wedding vendors? Do you have a vision of your wedding but don't quite know how to pull it all together? As a Professional Wedding Planner, I have planned everything from intimate gatherings to large elaborate events. I act as your guide and mentor through the entire planning process and take care of all of the day-of details so you can enjoy time with your loved ones. Ultimately, I believe every couple should have the wedding of their dreams without the planning stress.

My team and I orchestrate each element of your wedding, starting with an initial consultation where we get to know you both and your thoughts and needs for your big day. We then take your vision and develop a plan personalized to you. We strive to make your day memorable by coordinating every detail just the way you envision.



SHANNON TRIGGS

*Owner + Lead Wedding Planner
at Simply Weddings
Professional Wedding Planner*

LOVE FROM REAL CLIENTS:



"Shannon from Simply Weddings CAN NOT BE BEAT! When you enter into this wedding planning process there are bound to be bumps in the road. It is just life! Vendors can be difficult for a variety of reasons and having someone who is in the business to have your back is a lifesaver. Shannon helped me to navigate and fix problems and that allowed me to focus on the things that really mattered because she was there to tackle all those little things that come up. The day of the wedding she made sure everything was perfect so that I could just have fun. Having trust in your planner allows you to relax and not miss a moment. I'll always remember Shannon making us feel cared for -- it is obvious she cares deeply about each of her couples. Hire her, you won't regret it, I promise!"

Allison + Doug

"I cannot recommend Shannon and her team enough, Shannon is incredible to work with! Shannon went above and beyond to help us plan our dream wedding; she is professional, friendly, responsive, and very organized. She was consistently available at all times via phone, text, in person, and email to coordinate all aspects of our wedding as well as answer my many questions, no matter how minor of details my questions were about. We chose the full planning package and it was worth every penny spent due to Shannon's meticulous preparation, planning, and execution of our wedding day."

Kate + Austin





FULL WEDDING PLANNING SERVICE

For the busy couple that would like a Professional Wedding Planner's assistance through the entire planning process, however, still want to have complete control of all the details. When you hire us, we will be with you every step of the way. If you would like the peace of mind that all of your details are set, and you don't want to worry about a thing, then our Full Wedding Planning Package is for you!

The package can be customized to fit your needs.

- Complimentary initial consultation
- Unlimited vendor, venue referrals, and vendor quotes/inquiries
- Vendor/venue appointment bookings
- Wedding planner present at vendor/venue appointments as needed
- Save the Date and Invitation etiquette
- Design & Styling collaboration, planning, and coordination
- Budget management/tracking
- Vendor logistical coordination and task management
- Planning timeline designed to assist you at the start of planning
- Hotel room block coordination with local hotels
- Planning meetings and continuous support during planning process with Wedding Planner (either in person, by phone, or video chat)
- Detailed electronic floor plan of reception layout provided in an interactive system (keep track of guest list, assign tables and/or seats, meal tracking, and special requests such as high chairs or special meals)
- Complete and detailed wedding weekend timeline
- Guest and wedding party transportation coordination from a local pick up location (obtain parking permits if needed, complete on-site logistical coordination on the day of, and a detailed timeline for drivers)
- Ceremony rehearsal coordination the day before the wedding (up to 1.5 hrs.)
- Wedding Planner and up to three additional team members present on the day of for set up (incl. candles, table numbers, place cards, favors, and other personal touches) and complete vendor coordination
- Hand out final vendor payments and/or tips (client provides)
- Full tear down coordination with vendors after reception
- Return floral and bakery rental items the following week
- Coordinate large rental item pick up with venue and appropriate vendors
- Donate floral to a local assisted living facility, other charity or non-profit
- Provide receipt for floral donation (Donation can be tax deductible if donated to a 501(c)(3) or other qualified organization)

FULL PLANNING PACKAGE STARTS AT \$5999



MONTH OF COORDINATION SERVICE

For the couple that has all of their vendors booked and all of the details set but would like a Professional Wedding Planner to come in during the 30 days before their event. My team assists with completing any loose ends and being the point of contact for the family, the wedding party, guests, and vendors, so you can enjoy your wedding day and have peace of mind that all of the details will be taken care of.

The package can be customized to fit your needs.

- Complimentary initial consultation
- Vendor contract review
- Contact vendors for formal introduction
- Confirm day of vendor contact information
- Detailed day-of timeline
- Wedding Planner plus up to two additional team members present on the day of for set up (incl. candles, table numbers, place cards, favors, and other personal touches) and complete vendor coordination
- Access to interactive electronic floor plan system for venues in the Madison area and beyond (keep track of guest list, assign tables and/or seats, meal tracking, special requests, etc.)
- Contact with wedding planner during the entire planning process
- Up to 12 hours of assistance on the day-of
- Coordinate ceremony rehearsal with the officiant (up to 1.5 hrs.)
- Hand out final vendor payments and/or tips (client provides)
- Donate floral to a local assisted living facility or any other charity or non-profit the day after your event
- Provide receipt for floral donation (Donation can be tax deductible if donated to a 501(c)(3) or other qualified organization)



MONTH OF COORDINATION STARTS AT \$1799



A LA CARTE OPTIONS SERVICES

All prices are subject to change.

- Transportation Coordination (Included in full planning package.) Client contracted guest transportation coordination from a local pick up location (obtain parking permits if required per city ordinance, on-site logistical coordination on the day of the event with detailed timeline for drivers). . . . \$399
- Return Bakery and/or Floral Rental Items (Included in full planning package): Return all bakery and/or floral rental items (i.e. Cake/cupcake stands, serving utensils, centerpiece vases, etc.) the week following the event. \$299
- Wedding Styling & Design (Included in full planning package) Custom Rate
- Guest Welcome Bag Assembly & Delivery: Assemble all client purchased items for Welcome Bags and deliver them to hotels with a room block for the event. \$349
- Guest Welcome Bag Pick up & Delivery (Included in full planning package): Pick up all assembled Welcome Bags and/or Welcome Letters from the client and deliver them to hotels with a room block for the event. \$249
- Additional Staff Member: One additional staff member to assist as needed on day-of event for up to 8 hours. \$599
- Additional Hour/s Add On: Additional hour/s add on to Month of Coordination Package. \$299 per hour
- Floral Donation: At the end of the wedding day, we will separate the floral from the rented florist vases and place them in containers to be donated to an assisted living or other charity or non-profit. We will also provide you with a donation letter or receipt. (Donation can be tax deductible if donated to a 501(c)(3) non-profit organization). Custom rate

* Travel fee may apply on all Wedding Planning Packages or A la Carte Items if outside of 50 miles from wedding planner location in Sun Prairie, WI

Please ask about any specific items that you do not see in our packages or A la Carte menu, and we will price it out for you.

FREQUENTLY ASKED QUESTIONS

We have put together a list of frequently asked questions to give you a better idea of the tasks your planner will handle and the best tasks left to the vendor that is the expert in their field.

What is a wedding planner?

Great question! We are an advisor, coordinator, supervisor, financial planner, mediator, designer, logistician, etc. We are your wedding contractor to help you put your team of vendors together to ensure a successful and beautiful event.

Why do I need a wedding planner?

With the busyness of today's lifestyle, many couples and their families do not have time for the detailed planning that a wedding requires. This is where we come in. We will take care of those details for you, leaving you to enjoy yourselves on your wedding day stress-free.

Do I need to have a contract with each of my vendors?

Yes, it is a good idea to have a contract or a letter of agreement that both you and your vendor have signed. This formal agreement will protect you and enhance the vendor's work. It is a legally binding document that ensures your vendor performs to your expectations and spells out their responsibilities to you as their client.

Can I have a family member provide a service that a professional vendor would?

The simple answer is Yes, you can absolutely do this. Having said that, while it might seem like a good idea at first to have your aunt bake 600 cupcakes or your uncle DJ, your family's main focus on your wedding day is to be there to support you and to have fun themselves. Unless your friend or family member is a professional wedding vendor and is able to provide you a contract, (just in case the 600 cupcakes end up melting or heaven forbid being dropped on their way to the venue or your uncle has had one too many drinks and has become MIA) it's always recommended to let your family be just that on your big day and to let the professionals do the work for you.

Does the package price include you and your assistants or is that extra?

All of our packages include a lead planner plus up to two or three additional staff members depending on the package and as the event requires. If your event will require additional staff, that cost would be added into your proposal.

Will you travel outside of the Madison, WI area?

Absolutely! We love to travel. All of our packages include a radius of 50 miles from where our office is located in Sun Prairie, WI. If your event location is outside of this radius and we will be required to travel multiple times during the planning process for appointments and/or venue visits as well as on the day of the event, we would add a travel estimate into our initial proposal.





Schedule a consultation to talk about your dream wedding!

Thank you so much for considering us to assist with your wedding planning! The next step would be to set up a time to discuss your vision and needs so we can determine the best package for you.

If we both agree we would be a good fit, I will send you a proposal and contract via email. When the contract is signed, a retainer fee equal to at least 50% of the package price must be paid to reserve your day. Once this is done, you're officially booked with us, and we can get started planning your wedding! We'll prepare a plan for you with your vision in mind. This is your wedding day! You should have it exactly how you envision.

I can't wait to chat with you!

*xoxo
Shannon Triggs*

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