



Pink Parrott

Weddings & Events

Wedding Planning
Inquiry Brochure

WWW.PINKPARROTT.COM



HEY THERE! I'M SHANNA, OWNER AND LEAD PLANNER AT PINK PARROTT WEDDINGS AND EVENTS. ALONG WITH MY LEAD COORDINATOR, PYNIE, WE TAKE DELIGHT IN TAKING THE STRESS OUT OF OUR CLIENTS' WEDDINGS. OUR LIGHTHEARTED PERSONALITIES AND SUPERLATIVE ORGANIZATIONAL SKILLS WILL SURELY IMPRESS YOU AND YOUR PARTNER. HOWEVER TRADITIONAL OR WHIMSICAL YOU WISH YOUR BIG DAY TO BE, WE HAVE THE MEANS TO FULFILL YOUR VISION TO THE LETTER.

Stress Reliever

We help your wedding day flow smoothly. You and your bridesmaids should not have to worry about vendor questions all day long. We will save you that stress!



Time Saver

We know your daily life is busy and your time is valuable, we take care of the many, many hours it takes to plan your dream wedding.



Detailed Oriented

No two brides are alike and their wedding should reflect that! We truly listen to your wishes to make sure we get each detail perfect for your dream wedding.



1

2

3

WHAT
CAN A
WEDDING
PLANNER
DO FOR
ME?



OUR PROCESS



REMEMBER:

HELP IS ALWAYS
AVAILABLE.



1

Initial Meeting

Once you've submitted your online inquiry we will send you a notice to schedule your FREE consult. We always begin the planning process by scheduling a FREE consult (either via phone, in-person, or video) to determine your needs. We cannot wait to meet you!

2

Ready to Book

When you determine the right package for you and your partner, we will get to work by sending you a contract to save the date on our calendar. We do require a signed contract along with a 50% deposit to hold your wedding date.

3

Hire Your Vendors

Next, we will get to work on finding your vendor team. This is where our three package options vastly differ. For full planning clients, we handle all vendor research. For Wedding Management clients, we will provide you with a list of vetted vendors that you will be responsible for researching to see if they're a good fit.

4

The Little Details

Depending on which package you selected we will assist you through the steps of planning the perfect wedding day!

5

Your Wedding Day

As your wedding day approaches, we will work closely with your venue and vendor teams as the main contact to create the perfect setup plan, which includes an extensive day-of timeline.



PACKAGE 1

WEDDING MANAGEMENT

("DAY OF" COORDINATION)

- 3 Planning meetings
- Unlimited email communication
- PPW&E's Preferred Vendor List
- Venue walkthrough & floor plans overview
- Access to PPW&E's Custom Online Planning Portal
- Development of Wedding Day Timeline
- On-site coordination of Wedding Rehearsal
- Management of all wedding day vendors at the ceremony, cocktail hour, and reception, and 10 hours of service for the day of the Wedding

THE WEDDING MANAGEMENT PACKAGE IS WHERE WE COORDINATE YOUR CEREMONY REHEARSAL AND YOUR WEDDING DAY. EXCELLENT FOR THE COUPLE WHO IS COMFORTABLE PLANNING THEMSELVES, BUT WANTS TO REMAIN RELAXED ON THEIR WEDDING DAY KNOWING EVERY DETAIL IS TAKEN CARE OF BY CERTIFIED WEDDING PLANNERS.



ADD ON SERVICES:

- ADDITIONAL MEETINGS
- ADDITIONAL HOURS THE DAY OF YOUR WEDDING
- ASSIST WITH TRANSPORTATION PLANNING/RESERVATIONS
- ASSIST WITH HOTEL BLOCK ACCOMMODATIONS
- ASSIST WITH DISTRIBUTION OF WEDDING THANK YOU GIFT BAGS AT HOTEL
- ASSIST WITH REHEARSAL DINNER MANAGEMENT



PACKAGE 2

PARTIAL PLANNING

OUR PARTIAL PLANNING PACKAGE IS FOR THE WEDDING COUPLE WHO HAS PLANNING UNDER CONTROL BUT WANTS SOME PROFESSIONAL GUIDANCE IN A COUPLE OF AREAS LIKE CONTRACTS, INVITATIONS AND INCLUDES EVERYTHING FROM THE WEDDING MANAGEMENT PACKAGE PLUS MORE BELLS AND WHISTLES. IN ADDITION, IT IS ALSO INCLUSIVE OF PROCUREMENT AND ASSEMBLY OF THE GUEST HOTEL WELCOME BAG ITEMS, AND RSVP TRACKING (INCLUSIVE OF STUFFING, STAMPING, MAILING INVITATIONS, AND TRACKING RSVPS) AS WELL AS 12 HOURS ON THE WEDDING DAY ITSELF.

This includes things like:

- UP TO TWO ADDITIONAL PLANNING MEETINGS TO ANSWER QUESTIONS AND CREATE PLANS FOR ANY REMAINING ITEMS ON YOUR TO-DO LIST (THESE WILL BE BEFORE THE FINAL WALK-THRU)
- BUDGET PLANNING
- CREATE & MANAGE YOUR CUSTOM FLOOR PLAN LAYOUT UTILIZING PPWE'S CUSTOM ONLINE PLANNING TOOLKIT
- PACKING UP OF WEDDING GIFTS (DELIVERY IF NEEDED*)
- 10 HOURS OF SERVICE ON THE DAY OF THE WEDDING*





PACKAGE 3

FULL WEDDING PLANNING & DESIGN

THE FULL WEDDING PLANNING & DESIGN PACKAGE IS FOR THE COUPLE THAT COULD USE THE EXTRA HAND IN PLANNING AND WANTS TO REMAIN RELAXED ON THEIR WEDDING DAY KNOWING EVERY DETAIL IS TAKEN CARE OF BY CERTIFIED WEDDING PLANNERS. PINK PARROTT WILL COORDINATE ALL ELEMENTS OF YOUR CEREMONY REHEARSAL AND THE CEREMONY, COCKTAIL HOUR, AND RECEPTION FOR YOUR WEDDING DAY WITH THE CLIENT'S DIRECTION.

This includes things like:

- Kickoff Welcome meeting: Initial Welcome meeting up to two (2) hours to introduce the Wedding Couple to the next steps and PPW&E's Custom On-line Planning Toolkit.
- Five Planning Meetings (~2 hrs each)
- Creating and Managing a Detailed Budget
- Unlimited Communications via Telephone & Email
- PPW&E's Preferred Vendors List
- Creation of the Wedding Ceremony, Cocktail Hour & Reception Design
- RSVP Management: Includes assisting with the design of, Save the Date and/or Wedding Invitations/RSVP cards (assistance with wording and ordering and track all guest responses (includes Seating Chart Management if needed).
- Create & Manage your Custom Floor Layout utilizing PPW&E's Custom Online Planning Toolkit
- ONE to TWO-hour On-site Coordination of Wedding Rehearsal
- Creation of Day of Timeline (detailed day-of times for wedding party/vendors)
- Coordination and Management of all Wedding Day of vendors at the ceremony, cocktail hour, and reception and Execution on the day of (10 hours of service on the Day of the Wedding)
- Packing up of wedding gifts (delivery if needed - extra fee may apply*)



PET ATTENDANT

DO YOU WANT TO INCLUDE YOUR PET(S) IN
YOUR WEDDING? WHO WOULDN'T, RIGHT!

WE'RE HERE TO ASSIST YOU IN
ORGANIZING MAKING THIS HAPPEN.
CREATE LIFETIME MEMORIES WITH YOUR
FOUR-LEGGED BEST FRIEND.

FOR THOSE THAT WANT TO MAKE A BIG
SPLASH FOR A WEDDING PROPOSAL TO
THEIR SIGNIFICANT OTHER. OR MAYBE
YOUR ANNIVERSARY IS COMING UP AND
YOU WANT TO DO SOMETHING MORE
ELABORATE THAN DINNER AT A
RESTAURANT. LET US ASSIST YOU IN
PLANNING THE PERFECT SURPRISE THAT
WILL BE THE STORY OF A LIFETIME.



PROPOSALS/PICNICS

FOR THE BRIDE OR GROOM THAT WANTS TO
HAVE A FEW PRIVATE HOURS WITH THEIR
WEDDING ATTENDANTS/FAMILY
BEFORE/AFTER THEIR EVENT.



BRUNCHES/LUNCHEONS/ SHOWERS



We would love to have the opportunity to make your vision come true and have the wedding of your dreams! Don't delay contact us today!



hello@pinkparrott.com



[@pinkparrottweddingsandevents](https://www.instagram.com/pinkparrottweddingsandevents)



(904) 469-8785



www.pinkparrott.com