

Karma Weddings

Wedding Coordinator

For the Karma approach to your day



Karma Weddings

Each couple is different, therefore each Wedding is unique in it's own way. We all have the perfect idea of what we want our day to be like.....but can it all be done?

We all want a helping hand when things get too much. We stress, we panic and then we start to forget. If only planning a Wedding could be happy and fun. It is demanding, but worthy of every plan put in place and every decision made. Take your time, relax and let's Coordinate together!

Please find details of the packages listed below over the next couple of pages. These can be changed to meet individual requirements.

- Complete Wedding Coordination
- Partial Planning
- Wedding Day Coordination
- Venue Search
- Supplier Search

Feel free to contact me on the below details if you would like any further details.

Karma Weddings
Mrs Karma Mclean
51 Lakeside Rise
Blundeston
Lowestoft
NR32 5BD

Tel: 01502 732406 Mobile: 07811 285064
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May your wishes come true,
May your dreams be made,
May your day be magical
And your memories never fade.
Live for the moment,
Live for life,
May your dream last forever
As Husband and Wife

PACKAGES

Complete Wedding Coordination

The Coordinator offers the following services in this package for the Client.

Initial Consultation

- To supply a Questionnaire for the client to complete
- Assist with Wedding budget and Time Schedule
- Find, negotiate and book suitable supplier (e.g. caterer, florist, photographer)
- Update Clients with supplier payment dates on a regular basis
- Assist with colour scheme, theme, style, wedding attire and accessories
- Assist with the Ceremony Planning
- Prepare a Wedding TimeLine, seating list and name places
- Assist with the design and mailing of the invitations
- Track RSVP's (if required)
- Attend and oversee Wedding Rehearsals
- Liaise with Supplier and Plan the Reception
- Fully Coordinator the Clients Wedding to provide a **Karma Wedding!**

From £750

Partial Planning (3-6 months)

The Coordinator offers the following services in this package for the Client.

Initial Consultation

- To supply a Questionnaire for the client to complete
- Assist with Budget and Time Schedule
- Update Clients with supplier payment dates on a regular basis
- Assist with colour scheme, theme, style, wedding attire and accessories
- Assist with the Clients Ceremony Planning
- Prepare a Wedding TimeLine, seating list and name places
- Attend and oversee Clients Wedding Rehearsals
- Liaise with Suppliers and plan the reception
- Co-ordinate the Clients Wedding Day and provide a **Karma Wedding!**

From £450

Wedding Day Coordination

The Coordinator offers the following services in this package for the Client.

Initial Consultation

- Liaise with all confirmed suppliers e.g. caterer, florist, photographer etc
- make sure all suppliers have been paid & understand their duty
- Assist with the Clients Ceremony Planning
- Prepare a Wedding TimeLine for the Bride & Groom
- Co-ordinate the Clients Wedding Day and provide a **Karma Wedding!**

From £200

PACKAGES

Venue Search

The Coordinator offers the following services in this package for the Client.

Initial Consultation

- To supply a Questionnaire to the Client for completion
- To produce a write up on at least 3 possible Venues (using the Questionnaire for information) within an agreed time frame
- To arrange viewings with Client and Venue if necessary
- Look over and advise on any of the selected Venue Contracts before Clients signature is requested

£50

Supplier Sourcing

The Coordinator offers the following services in this package for the Client.

Initial Consultation

- To supply a Questionnaire to the Client for completion
- To produce a write up with 3 - 5 possible suppliers for each Supplier request (using the Questionnaire for information) within an agreed time frame
- To arrange meetings with Client and Supplier if necessary
- Look over and advise on any of the selected Supplier Contracts before Clients signature is requested

£30

Payment Schedule
(Amount payable from Client to Coordinator)

Supplier Sourcing Full £30 per supplier
payable on the signed return of this Service Agreement & Questionnaire

Signed _____ Name _____

Venue Search Full £50
payable on the signed return of this Service Agreement & Questionnaire

Signed _____ Name _____

Wedding Day
Coordination £200 (plus any additional charges agreed between client and Coordinator)
£100 payable on the signed return of this Service Agreement & Questionnaire.
Outstanding balance of £100 (plus any additional charges agreed between Client
and Coordinator) to be paid within 30 days from the Wedding date.

Signed _____ Name _____

Partial Planning £450 (plus any additional charges agreed between client and Coordinator)
£100 payable on the signed return of this Service Agreement & Questionnaire.
Outstanding balance £350 (plus any additional charges) to be split into 2
negotiable payments.

The sum of _____ to be paid by the date of _____
The sum of _____ to be paid by the date of _____

Signed _____ Name _____

Complete Wedding
Coordination £750 (plus any additional charges agreed between client and Coordinator)
£100 payable on the signed return of this Service Agreement & Questionnaire.
Outstanding balance of £650 (plus any additional charges) to be split into 2
negotiable payments.

The sum of _____ to be paid by the date of _____
The sum of _____ to be paid by the date of _____

Signed _____ Name _____

Cancellation Policy

In the event the services of the Wedding Coordinator are no longer required (e.g. cancellation of wedding, etc.) the Client agrees to pay the total agreed fee, as set out below:

Supplier Search	No refund available
Venue Search	No refund available
Wedding Day Coordination	Full refund available if cancellation is requested within 14 days from the signing of this Service Agreement.
Partial Planning	Full refund available if cancellation is requested within 14 days from the signing of this Service Agreement.
Complete Wedding Coordination	Full refund available if cancellation is requested within 14 days from the signing of this Service Agreement. If cancellation is requested prior to 3 months of the Wedding date, half of the agreed Complete Wedding Coordination Fee will be refunded.

We agree to the terms and conditions as set out within this Service Agreement effective as of the date first above written:

Client

Client

Wedding Coordinator
Mrs Karma McLean

Karma Weddings

Service Agreement

This agreement is made this _____ day of _____, 20__.

Between: **Karma Weddings**
51 Lakeside Rise
Blundeston
Lowestoft
NR32 5BD

(Herein after referred to as the "Coordinator")

And: Client(s) Name(s)
Client Address

(Hereinafter referred to as the "Client")

For: Wedding Coordinator Services

The Coordinator agrees to provide the following services to the Client in consideration of the amount specified in the Section titled 'Packages':

Selected Package:
See Full Package details on the following page

Price

Payment Schedule

Cancellation Policy

Wedding Questionnaire

Contact Information:

Bride

Full name: _____

Home phone: _____

Work phone: _____

E-mail: _____

Address: _____

Groom

Full name: _____

Home phone: _____

Work phone: _____

E-mail: _____

Address: _____

Maid of Honour

Full name: _____

Home phone: _____

Best Man

Full name: _____

Home phone: _____

Other Information

Total number of bridesmaids: _____

Total number of groomsmen: _____

Wedding Questionnaire

About the Wedding:

Style of Wedding

What style of wedding do you want (for example: traditional, simple, unique) and how do you envision your wedding day to look?

Budget

Budgeted amount to work with: £ _____

Ceremony

Proposed wedding date: _____

Desired wedding ceremony venue: _____

Time of day you wish to get married: _____

Number of people to attend ceremony: _____

Religion (if applicable): _____

Wedding colour scheme: _____

Wedding theme (if applicable): _____

Music you wish played at ceremony: _____

Desired decorations for ceremony: _____

Are there any religious or family customs that you wish to include within your ceremony?

Wedding Questionnaire

Do you wish to include any special vows within your ceremony or any special exchanges (for example, the lighting of a unity candle)?

Reception

Desired reception venue: _____

Time of day the reception is to start: _____

Number of people attending: _____

Please list any food preferences below:

Please list any beverage preferences below:

Please list any music preferences below:

Wedding Questionnaire

Wedding Preferences:

Please mark your preferences next to the items listed below.

Preferred Vendor details:

- | | |
|---|-------|
| <input type="checkbox"/> Design and/or mailing of invitations | _____ |
| <input type="checkbox"/> Calligrapher | _____ |
| <input type="checkbox"/> Printer | _____ |
| <input type="checkbox"/> Wedding gown and accessories | _____ |
| <input type="checkbox"/> Bridesmaids' attire and accessories | _____ |
| <input type="checkbox"/> Hairstylist and/or makeup artist | _____ |
| <input type="checkbox"/> Groomsmen's attire | _____ |
| <input type="checkbox"/> Musician for ceremony | _____ |
| <input type="checkbox"/> Flowers | _____ |
| <input type="checkbox"/> Photographer | _____ |
| <input type="checkbox"/> Videographer | _____ |
| <input type="checkbox"/> Transportation | _____ |
| <input type="checkbox"/> Decorations | _____ |
| <input type="checkbox"/> Visitor's guest book | _____ |
| <input type="checkbox"/> Caterer | _____ |
| <input type="checkbox"/> Wedding cake | _____ |
| <input type="checkbox"/> Table centerpieces | _____ |
| <input type="checkbox"/> Wedding favours | _____ |
| <input type="checkbox"/> Rental of marquee, equipment, etc. (if required) | _____ |
| <input type="checkbox"/> DJ, band or musicians for reception | _____ |
| <input type="checkbox"/> Accommodation for out-of-town guests | _____ |
| <input type="checkbox"/> Reception seating | _____ |
| <input type="checkbox"/> Gift registry | _____ |
| <input type="checkbox"/> Thank-you cards sent out | _____ |
| <input type="checkbox"/> Gifts for the bridal party/groomsmen and others | _____ |

Wedding Guide

Including...

- *Wedding Planning Calendar*
- *Receiving Line-up*
- *Wedding Party and their duties*
- *Typical Wedding Reception Order*
- *Typical Wedding Party – who does what*
- *Wedding Budget*



Wedding Planning Calendar

12 months before

- Choose a Date and Time []
- Envisage your wedding – create a folder of ideas, themes, colours etc []
- Draw up a Budget []
- Start planning a Wedding and/or Reception list so you know what size Wedding and/or Reception to book []
- Look for and book Wedding and/or Reception Venue []
- Decide on a Wedding Party: Bridesmaid, Best Man etc []
- Look at rings []

8-10 months before

- Look for and order Wedding Dress []
- Decide on food and Caterer for the Wedding and/or Reception []
- Book any entertainment, DJ, Disco etc []
- Find and book a Florist []
- Find and book a Photographer []
- Find and book a Videographer []
- Research and reserve accommodation for out-of-town guests []
- Register for Gifts or decide on a Gift List []
- Contact rental companies for reserve items such as glasses, additional Marquee, chairs, tables etc []

6-10 months before

- Decide on and order Bridesmaid Dresses []
- Decide on and order/hire all the Mens suits in the Wedding Party []
- Order Wedding Cake []
- Shop for Invitations and Wedding Stationary []
- Check your passports are valid for your honeymoon []
- Research and Book Caterers for the Wedding Reception []

4-6 months before

- Arrange and organise Hen/Stag nights []
- Book Wedding Day Transport – think about out-of-town guests e.g. hire a minibus/coach, check Directions from their accommodation []
- Send a 'Save The Date' invite prior to the actual Invitations []
- Hire Calligrapher/Printer and Check Stationary can be completed by your set dates []

4 months before

- Send Wedding and/or Reception Invitations and keep the sent list for your RSVP check list []
- Make a quick ring round to your suppliers i.e. Photographer, Suit Hire, Florist, Videographer, Caterer, Transport to check they have all the relevant information required []
- Find and Book Make-up artist for you and/ or your Wedding Party []
- Find and book your Hair Stylist for you and/or your Wedding Party []

1-3 months before

- Write your Vows if required []
- Decide on any Music/1st Dance etc that you require []
- Make sure any entertainment that you have booked is aware of your music choice []
- Look at Budget and check you are on Schedule []
- Order any Table decorations e.g. favours, special flowers, Name Places []

1 months before

- Purchase Gifts for parents and/or and any of the Wedding Party []
- Review RSVP list and chase those who haven't responded []
- Decide on final Table Plan and check that staffs are available to put Name Places on any tables for you []
- Order/Make Thank You Cards []
- Book Wedding Rehearsal []
- Book Make-up and Hair Trial. []
- Have a final Bridesmaid and Wedding Dress fitting []
- Send a 'must have' Photograph List to the Photographer []
- Make your final ring round check with all your suppliers []

1 week before

- Confirm pick-up times with your and/or the Wedding Party's Transport []
- Check Best Man has his Speech ready []
- Make sure Wedding Party attire is ready, ironed, buffed etc []
- Plan for any final payments necessary to Suppliers []
- Make sure Honeymoon arrangements are made []
- You could also make a list of all people you will need to make aware of your name change. i.e. bank, passport etc []

Typical Wedding Reception Order

Brides Mother
Grooms Father
Grooms Mother
Brides Father
Bride
Groom
Bridesmaids
Ushers
Best Man

Typical Top Table Plan

From Left to Right facing the guests...

Maid of Honour/Chief Bridesmaid, Grooms Father, Brides Mother, Groom, Bride, Brides Father, Grooms Mother, Best Man

The most important thing is that you all get on, so if the above lay out is going to cause problems, move people to where they will be comfortable.

The Wedding Breakfast

This is the first meal as Husband & Wife.

After everyone has passed through the receiving line, they make their way to their designated seat marked by a Name Place.

Once seated, the toastmaster or a designated spokesperson will then introduce the Bride and Groom.

The meal will then be served.

Speeches

Once the coffee is served at the end of the meal, the Brides Father or selected spokesperson says a few words for the bride and groom and to welcome the groom into the family. Before finishing the speech, they toast the Bride & Groom.

The Groom then makes a speech thanking everyone for attending and for all the gifts and cards they have received. A special thanks should also be said to those who may have travelled a long way. Thanks must also be given to the Parents and the full Wedding Party (Bridesmaids, Pageboy, Best Man, Ushers and Flower Girl). When thanking the relevant persons a gift can be given to them upon asking them to make their way to the Top Table.

A special thanks should go to you wife and a toast can be made.

Before sitting down the Groom is to propose a toast to the Bridesmaids and Best Man.

The Best Man then stands and thanks the Bride & Groom on behalf of the Bridesmaids and himself and thanks them for asking them to be part of their day. He may then talk about the Bride & Groom as he starts his planned Speech.

Before closing his speech he should read out no more than 6 pre-selected cards. Finally the best Man should propose a toast to the Bride & Grooms parents.

It is up to the Bride if she would like to make a toast/speech.



The Typical Wedding Party – Who does what

Maid of Honour

Assists the Bride with most of the Wedding arrangements and errand runs.
Arrange the Hen Night
Overseas the Bridesmaids on the wedding Day
Attends the Wedding Rehearsal
Assists the Bride before and during the Wedding Ceremony & Reception
Holds the Brides Bouquet when at the altar
Acts as a Witness at the Signing of the Marriage Licence
Is a member of the receiving Line
Is seated at the Head Table at the Reception

The Best Man

Arrange the Stag Night
Overseas the Ushers on the Wedding Day
Attends the Wedding Rehearsal
Transports the Groom to the Ceremony
Makes sure that the Groom is dressed properly and arrives on time
Assists the groom before and during the Wedding Ceremony and Reception
Holds the rings & Acts as a Witness at the Signing of the Marriage Licence
Is a member of the receiving Line
Is seated at the Head Table at the Reception
Co-ordinates the return of any Hired Suits

The Bridesmaids

Assist the Bride and maid of honour with any tasks when and if required
Attend the Wedding Rehearsal
Arrive at the Ceremony at the designated time
Can participate in the receiving line if requested
Are seated at the Head Table at the Reception

The Ushers/Groomsmen

Assist the Best Man with any tasks when and if required
Attend the Wedding Rehearsal
Arrive at the Ceremony at the designated time
Distribute Programmes and seat the guests at the Ceremony
Escort the bridesmaids out of the ceremony
Direct the guests where to place the Wedding Gifts

The Flower Girl

Usually from 4 – 10 years old

Attend the Ceremony Rehearsal

Carry a basket of rose petals that she scatters along the aisle before the bride

Note: If scattering of rose petals is not allowed by the ceremony location perhaps silk petals or she may simply carry a bouquet or a basket of baby roses.

Page Boy

Usually from 4 – 10 years old

Attend the Ceremony Rehearsal

Can carry rings on a cushion to the couple

Mother of the Bride

Assists in the selection of Bridal wear and accessories

Assist with the guest list and invitation distribution

Assist with the planning of the Wedding Ceremony and Reception

Can arrange accommodation for out-of-town guests

Attends the Wedding Rehearsal

Is the last person seated before the Processional begins

Is the first person in the Receiving Line

The Father of the Bride

Assists in preparing the Guest List

Assists with the selection of attire with the Groom

Attends the Wedding Rehearsal

Walks the Bride down the aisle

Is part of the Receiving Line

Grooms Parents

Can both be part of the Receiving Line

Wedding Budget

<u>Rings</u>	Estimated cost:	Actual cost:
Bride	£_____	£_____
Groom	£_____	£_____
Engraving	£_____	£_____
Other	£_____	£_____

<u>Bridalwear</u>	Estimated cost:	Actual cost:
Wedding gown/dress	£_____	£_____
Alterations	£_____	£_____
Headpiece/veil	£_____	£_____
Undergarments	£_____	£_____
Shoes	£_____	£_____
Purse	£_____	£_____
Garter	£_____	£_____
Other	£_____	£_____

<u>Groom's Attire</u>	Estimated cost:	Actual cost:
Tuxedo or formalwear	£_____	£_____
Shoes	£_____	£_____
Other	£_____	£_____

<u>Wedding Party Attire</u>	Estimated cost:	Actual cost:
Bridesmaids' dresses	£_____	£_____
Bridesmaids' shoes	£_____	£_____
Groomsmen's formalwear	£_____	£_____
Groomsmen's shoes	£_____	£_____
Flower girl's dress	£_____	£_____
Ring-bearer's attire	£_____	£_____
Ring-bearer's pillow	£_____	£_____

<u>Officiant and Legalities</u>	Estimated cost:	Actual cost:
Officiant's fee	£_____	£_____
Marriage license	£_____	£_____
Other	£_____	£_____

<u>Invitations/Stationery</u>	Estimated cost:	Actual cost:
Invitations	£_____	£_____
Calligraphy	£_____	£_____
RSVP cards	£_____	£_____
Thank-you cards	£_____	£_____
Postage	£_____	£_____
Time Schedules	£_____	£_____
Announcement in paper	£_____	£_____

<u>Flowers</u>	Estimated cost:	Actual cost:
Bride's bouquet	£_____	£_____
Bridesmaids' bouquets	£_____	£_____
Flower girl's flowers	£_____	£_____
Botton Holes	£_____	£_____
Corsages	£_____	£_____
Flowers for church	£_____	£_____
Flowers for reception	£_____	£_____
Other	£_____	£_____

<u>Photographer/Videographer</u>	Estimated cost:	Actual cost:
Wedding photos	£_____	£_____
Albums	£_____	£_____
Gift sets	£_____	£_____
Videographer fee	£_____	£_____
Video/DVD copies	£_____	£_____
Other	£_____	£_____

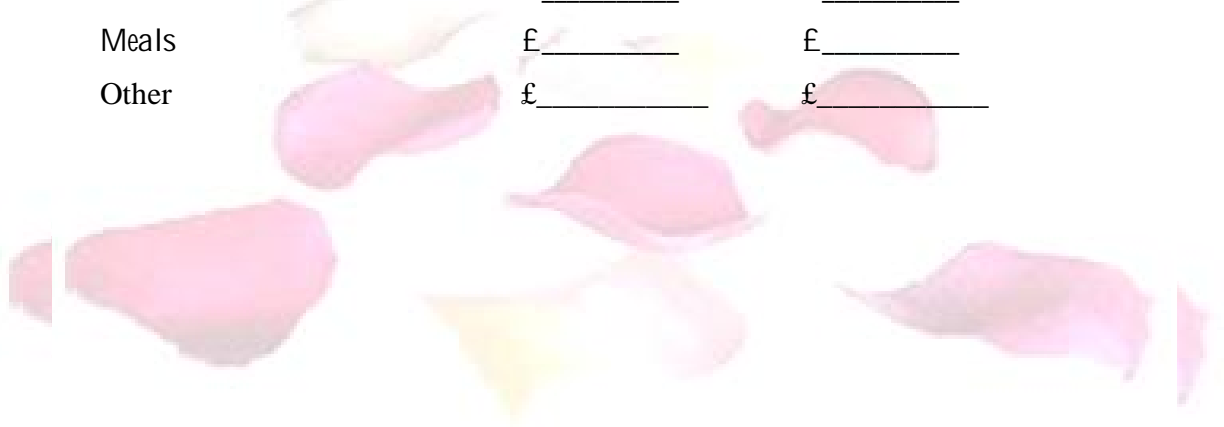
<u>Beauty</u>	Estimated cost:	Actual cost:
Hair stylist	£_____	£_____
Makeup	£_____	£_____
Manicure/Pedicure	£_____	£_____
Other	£_____	£_____

<u>Transportation</u>	Estimated cost:	Actual cost:
Limousine or bridal car	£_____	£_____
Attendant's cars	£_____	£_____
Guest transportation	£_____	£_____
Alternate (e.g. carriage)	£_____	£_____
Other	£_____	£_____

<u>Reception</u>	Estimated cost:	Actual cost:
Venue fee	£_____	£_____
Catering fee	£_____	£_____
Food	£_____	£_____
Beverages	£_____	£_____
Champagne	£_____	£_____
Cake	£_____	£_____
Cake knife	£_____	£_____
Decorations	£_____	£_____
Table centerpieces	£_____	£_____
Favors	£_____	£_____
Rentals (Marquee, etc.)	£_____	£_____
Music/DJ	£_____	£_____
Toasting glasses	£_____	£_____
Other	£_____	£_____

<u>Miscellaneous Expenses</u>	Estimated cost:	Actual cost:
Wedding planner fees	£_____	£_____
Other	£_____	£_____

<u>Honeymoon Expenses</u>	Estimated cost:	Actual cost:
Passports	£_____	£_____
Visas	£_____	£_____
Injections	£_____	£_____
Airfare	£_____	£_____
Transportation (car rental)	£_____	£_____
Hotel	£_____	£_____
Entertainment	£_____	£_____
Meals	£_____	£_____
Other	£_____	£_____



Basic Steps to Planning a Wedding



Basic Steps to Planning a Wedding

STEP ONE

Consultation with the Bride & Groom

The 1st step is to meet with you and find out exactly what type of Wedding you want and how you envisage your perfect Wedding.

You can begin this by explaining how you met, where you met, your likes and dislikes. I'll be asking you to communicate to me your dream Wedding day.

STEP TWO

Style of Wedding

A Traditional Wedding – This is a Wedding that is held in a place of worship such as a church with a traditional ceremony that is officiated by a minister or other clergy member with formal attire and traditional music.

A non Traditional Weddings – in England, prior to 1995, if a couple were not associated with a particular church, the only other option for the Bride & Groom was to get married as a register office. Over the years the laws have relaxed and can also choose to get married at a hotel or possibly an historical site that is approved for marriage ceremonies by the government ('approved premises', as they are known). It is important to note that if a couple is not married at a register office, approved premise or in a Church, the marriage is not considered legal.

STEP THREE

Number of Guests

We need to determine approximately how many people you wish to have attend both the ceremony and the reception.

STEP FOUR

Date and Time

We also need to determine the time you wish to get married. Are you set on using a particular venue, do you have any alternative dates and times in case your preferred date and time are not available.

It is important to note that English Weddings must take place between the hours of 8am and 6pm i.e. the ceremony must be finished by 6pm.

STEP FIVE

Money and priorities

How much money have you budgeted for the total wedding costs (excluding the honeymoon). It may be that you have a shoestring budget but are after a glamorous fairytale wedding. This will need to be discussed i.e. the importance of being realistic and setting priorities! E.g. is a fancy expensive location more important than the number of guests you invite? Likewise, what is absolutely essential and what can you do without? Can you live with having a DJ instead of a live band at the reception? It is important for you (the Bride & Groom) to have priorities so that a realistic budget can be formed.

STEP SIX

Preparing a Budget

Most couples have a limited amount of funds available for their wedding, which makes it necessary to prepare a budget that can be stuck to. A Wedding Budget Form is enclosed.

STEP SEVEN

Checklists

This is a must do. The Wedding Planning calendar must be completed with initials next to each item so everyone is aware of the items they are looking after. Diaries must be kept with relevant dates in e.g. deposit dates, fitting dates etc. Both the diary and Wedding Planning Calendar are enclosed.

STEP EIGHT

Wedding Questionnaire

From the initial consultation and the signing of the Agreement, a Wedding Questionnaire must be completed to begin the Wedding Coordination process. This is also enclosed.