

*Something Borrowed
Something You*



Welcome

Congratulations on your engagement! This is a time for you to enjoy your upcoming wedding and look forward to spending the rest of your life with your significant other. What you should not be doing, is stressing over the planning process! While the idea of planning your wedding sounds fun, it can start to become overwhelming and consuming. This is where hiring a wedding planner comes in! My name is Saige Boyer and I am the owner of Something Borrowed Something You.

My mission is to give my clients the best day of their lives by turning their dream wedding into a reality. Here at Something Borrowed Something You, we take pride in the gorgeous, personalized weddings we deliver. We will take your unique style and personality as a couple and incorporate that into your special day!

Please, do not be afraid to reach out in regards to helping you plan your special day. Whether you need our help the entire way, or just the day of, we are here to help!

With love,

Saige Boyer

The owner of Something Borrowed Something You

Cell: 570-709-5418

Email: saige.boyer14@gmail.com

Website: www.sbsu.com

About Something Borrowed Something You

Saige Boyer is the owner of something Borrowed Something You. Originally from a small town in Pennsylvania, Saige moved to Florida, where she opened up her business. It is located in downtown Orlando. At a young age, she fell in love with weddings. So much so, she wanted to be the person behind the scenes. The person who every last inch of detail together for that special day for that special couple. After years of wanting to pursue this venture of hers, Saige finally decided to take the leap. She enrolled in Lovegevity's online courses and got her Wedding and Event Planning Certification. Shortly after this, she moved to Orlando, and finally opened her dream business.

Short Essay

Something Borrowed Something You is a new wedding planning company based out of Orlando. The company provides services including, but not limited to, "Day Of" planning services and full wedding planning services. Saige, the owner, has been helping her friends and family members plan their weddings for the past several years. With recently receiving her wedding planner certification from Lovegevity, she is now here to help other couples plan their big day.

Soon to be open on March 3rd, 2019, saige is looking for her first official clients. With her just starting up, she is offering her first 5 potential clients their initial consultation free. For her first year open, she is looking to help build her foundation towards a loyal customer base. Within the next 3-5 years, Saige hopes to have succeeded in doing so.

Something special Saige is planning to do with Something Borrowed Something You is to offer each couple \$100 off the overall total package cost per referral they couple brings in. the cap is a total of 10 referrals. That is a potential of \$1000 savings on your package. If your package is \$1000, then your package is free

Event Planning Contract

The staff of Something Borrowed Something You happily agrees to take full responsibility in the planning of _____ and _____'s wedding. Something Borrowed Something You will execute the couples wedding day to their approval.

This agreement between both the couple and Something Borrowed Something You has been made on _____ and the initial deposit was submitted on _____.

Services agreed upon for this specific couple: "Day Of" Service Package

see "Day Of" Service Package Plan for what is and what is NOT included in this contract

Payment:

- 25% of the overall package cost is to be paid upon the signing of this contract \$225
 - 25% is to be paid exactly 2 weeks after the initial deposit \$225
 - the remaining 50% is to be paid exactly 1 week before the wedding \$450
- Total: \$900

Acceptable payment methods: Credit card Debit card Check Cash

there will be an 8% additional fee for any bounced checks

any late payments will result in an additional \$50 charge

Cancelation Policy:

If the bride and groom are to cancel the services with Something Borrowed Something You, they must do so the same day as the contract signing to get a partial refund. The partial refund will consist of the 25% deposit minus a \$50 fee for the initial consultation. Any cancellations after the same day grace period, the bride and groom forfeit any deposits that have already been made.

If Saige, the planner, becomes ill or has an emergency in which she is unable to attend the day of event, there will be another planner appointed for that day. As long as there is another planner present, the couple will not receive any full, or partial, refund.

Changes:

If the bride and groom need to make any changes, they must do so no later than 1 month prior to the wedding date. Any additional services must be paid for up front by the couple.

Bride's signature: _____ Date _____

Groom's signature: _____ Date _____

Planner's Signature _____ Date _____

"Day Of" Planning Package

Base Package Price: \$900

INCLUDED:

- 8 hour on-site on day of wedding
- Attending rehearsal dinner if requested
- Up to 2 in person consultations
- Unlimited emails and phone calls leading up to the wedding
- Creating "Day Of" timeline
- Vendor confirmation

NOT INCLUDED:

- Breakdown/cleanup
- Preferred vendor list
- Engagement, bachelorette, bachelor, and bridal shower planning
- Sending invitations
- RSVP tracking

any services not currently included can be included for any additional price

Partial Planning Package

Base Package Price: \$1500

INCLUDES:

- 8 hours on-site on day of wedding
- Attending rehearsal dinner if requested
- Up to 4 in person consultations
- Unlimited emails and phone calls leading up to the wedding
- Attend final vendor appointments
- Access to preferred vendor list
- Creating “Day Of” timeline

DOES NOT INCLUDE:

- Breakdown/cleanup
- Sending invitations/RSVP tracking
- Engagement, bachelor, bachelorette, and bridal shower planning
- Seating charts
- Vendor research

any services not currently included can be included for any additional price

Full Planning Package

Base Package Price: \$2300

INCLUDES:

- On-site all day of wedding
- Attending rehearsal dinner if requested
- Unlimited in person consultations
- Unlimited emails and phone calls leading up to the day of the wedding
- Timeline
- Preferred vendor list
- Sending invitations/RSVP tracking
- Vendor research
- Venue research
- Vendor confirmation
- Layout and floor plan
- Seating charts
- Assisting guests with transportation
- Confirm with all vendors

DOES NOT INCLUDE:

- Breakdown/cleanup
- Engagement, bachelor, bachelorette, and bridal shower planning

any services not currently included can be included for any additional price

Additional Services

- Engagement party
- Bridal shower
- Bachelor/bachelorette party
- Thank you cards
- Guest accommodations
- Honeymoon arrangements
- Help with DIY decor
- Photo Booth

Client Questionnaire

1. Name of Bride to be:
 - a. address:
2. Name of Groom to be:
 - a. address:
3. Date of wedding:
4. Number of guests (approx):
5. Budget:
6. Indoor or outdoor ceremony:
7. Do you already have a venue:
8. Wedding theme or colors:
9. Will you be having a religious ceremony:
10. Sit down or buffet style dinner:
11. Will you have alcohol:
 - a. Open bar
 - b. Cash bar
 - c. Special off menu only items
12. DJ or live band:
13. Have you selected any vendors yet:
 - a. Florist
 - b. Entertainment
 - c. Photographer
 - d. Videographer
 - e. Baker
14. Describe your personal style from the following:
 - a. Simple
 - b. Elegant
 - c. Vintage
 - d. Traditional
 - e. Rustic
 - f. Glamorous
15. How many people are in your bridal party:

Wedding Party Checklist

Maid of Honor:

- Attends all prenuptial events
- Attends all rehearsals
- Holds the groom's wedding ring
- Helps with the bride's gown, veil, and train before going down the aisle
- Helps bride to select bridesmaids' dresses
- Holds the bride's bouquet during the ceremony
- A witness to the signing of the marriage certificate
- Keeps the bride on schedule
- Take care of the bride's gown and belongings after the reception
- Helps with transportation for the guests
- Plans the bachelorette party
- Pays for her own dress and transportation to/from the wedding

Bridesmaids:

- Assists maid of honor and bride when needed
- Gathers guests for first dance
- Attends as many prenuptial events as possible
- Attends in the bouquet toss if single
- In charge of flower girl and ring bearer
- Attend bachelorette party
- Pays for their own dress and transportation to/from the wedding

Mother of Bride:

- Hosts engagement party
- Hosts bridal party (optional)
- Goes with the couple to make decisions regarding the venue
- Helps contribute to overall budget
- Help bride select wedding dress
- Gets ready with the bride, maid of honor, and bridesmaids before the ceremony
- Pays for her own attire

Best Man:

- Makes sure the groom has the marriage license with him
- Attends all prenuptial events
- Attends all rehearsals
- Plans the bachelor party
- Keeps the groom on schedule
- Takes care of the groom's belongings after the wedding
- Schedules transportation for after the wedding for the bride and groom to depart for their honeymoon
- A witness to the signing of the marriage license
- Makes sure all wedding expenses/fees are ready to be paid or delivered
- Offers the first toast to the newly married couple
- Holds the bride's wedding ring
- Pays for his own attire and transportation to/from the wedding

Groomsmen:

- Assists best man and groom when needed
- Attends garter toss if single
- Attends the bachelor party
- In charge of returning all rented tuxedos and other attire
- Pay for their own attire and transportation to/from the wedding

Father of the Bride:

- Hosts engagement party
- Hosts bridal party
- Contributes to the overall budget
- Helps decide on a venue
- Walks daughter down the aisle
- Gives the bride away during the ceremony
- Gives the next toast after the best man has given his
- Pay off any vendors at the end of the reception
- Father-daughter dance
- Pays for own attire rentals

Mother of the Groom:

- Contacts the mother of the bride to meet if they have not already
- Hosts the engagement party if the parents of the bride do not
- Hosts the bridal party if the parents of the bride do not
- Contributes to the overall budget
- Goes with bride to select a wedding dress
- Mother-son dance
- Plans rehearsal dinner
- Pays for own attire
- Hosts post wedding brunch for the bridal party

Father of the Groom:

- Hosts the engagement party if the parents of the bride do not
- Hosts the bridal party if the parents of the bride do not
- Contributes to the overall budget
- Attends bachelor party
- Plans rehearsal dinner
- Pays for own attire
- Hosts post wedding brunch for the bridal party

Flower Girl:

- Attire should be paid for by her parents
- Attends the rehearsal
- Walks in the recession with the ring bearer
- Typically scatters flower petals down the aisle
- Bride may hire a babysitter for after the ceremony to watch the flower girl

Ring Bearer:

- Attire should be paid for by his parents
- Attends the rehearsal
- Walks in the recession with the flower girl
- Typically carries either the real rings or rings that look similar, for show
- Bride may hire a babysitter for after the ceremony to watch the ring bearer

Marriage License and Civil Ceremony Information

- Both applicants must be in person and bring a valid form of ID
 - Drivers license
 - State issued card
 - Passport
 - Military ID
 - Alien card
- Each applicants must have their social security card
- Each applicant must be 18 years of age or older without a legal guardian
- Minimum age to marry is 15
 - Must have written consent from a legal guardian
 - Must have written consent from a judge
- There is a 3 day waiting period before the license is issued
 - Once issued, the license is good for 60 days
- The fee to obtain the marriage license varies from \$40-\$85 depending on the county
 - Must be paid in cash in some counties
 - Others accept card
- The marriage license is only valid in the commonwealth of Pennsylvania
- If either applicant was previously married, the must present proof one of the following:
 - A copy of final divorce decree
 - A certified copy of the annulment paperwork
 - A death certificate
- If the applicants do not speak english they must be accompanied by a translator
- Applicants should apply for the marriage license 2-3 weeks before the ceremony is to take place
- Visas are required for citizens from another country
- You do NOT have to be a resident of Pennsylvania

Preferred Vendors

Photographer: Justin Heyes Photography

610-653-6244

www.justinheyes.com

justin.heyes87@gmail.com

Venue: The Beaumont Inn

570-675-7100

Thebeaumontinn.com

shumphrey@thebeaumontinn.com

Bridal Shop: David's bridal

570-829-4436

www.davidsbridal.com

dbcustomerservice@dbi.com

Transportation: Luxury Limo

570-823-5233

Luxurylimo.com

info@luxurylimo.com

Florist: A & M Floral Express

570-823-7796

Amfloralexpress.com

info@amfloralexpress.com

Entertainment: Mike Walton Entertainment

570-451-3299

Mikewaltonentertainment.com

info@mikewaltonentertainment.com

