

Wedding

**Planning
Proposal**

Prepared For:

Milena and
Emmy London

Prepared By:

Reginald E. Warren
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WELCOME

Congratulations again on your engagement, Milena and Emmy! It was very cool getting to know the both of you a bit. Art-enthusiasts, fun and intelligent couples like you are a treat! I certainly understand how the busyness of life can prevent you from handling all of the details and tasks that come with wedding planning. I would love to step in and take a deeper dive into your Summer wedding vision. I would also like to offer my expertise in managing your wedding budget; to maximize the value of your dollars in each budget item and vendor. My vendor relationships and event experience have allowed me to do just that in weddings with similar budget goals. I assume your work as photographers has yielded additional vendor relationships as well. I would be honored to join you and take the wedding planning to the next level and accomplish all within your July/August, 2017 timeframe.

We would team together to establish your wedding budget and timeline and ensure both are executed. We would also make certain the venue and all vendors are managed and your wedding day is as beautiful and fun as you imagine.

I have worked as an event planner in a professional capacity for close to ten years. Your wedding will be managed by an experienced and well-seasoned planner with organizational and creative mastery. You can expect professionalism, full execution, and high-quality service, allowing you to breathe easy knowing your wedding is being handled with care.

REGINALD WARREN EVENT PLANNING & PRODUCTION

WEDDING PROPOSAL



CREDENTIALS

I began planning events independently almost 20 years ago with an international non-profit organization. Assuming the event planning would just be an exciting hobby, I studied civil engineering and engineering management and worked as a project analyst.

In 2008, the hobby became a corporation. That opportunity has since expanded into a large variety of clientele, seeking both professional and personal assistance throughout the east coast. My expertise has developed through planning hundreds of events, including dozens of weddings, corporate events, vacationing and product releases.



CLIENTS





PHILOSOPHY

My professional background in engineering sets me aside from other event planners. I have an enhanced ability to conceptualize and create designs based on my client's vision. Managing a budget and timeline are additional quintessential skills developed from managing engineering projects and have translated to wedding timeline and budget mastery.

This meticulous planning leads to a seamless wedding for you and your guests. You can expect a luxurious experience, creating memories that will last a lifetime.

I

I will create a partnership that enables trust by managing expectations and maintaining clear lines of communication.

II

Your burdens will be minimized by my efficient approach to managing vendors, venues and wedding-related tasks.

III

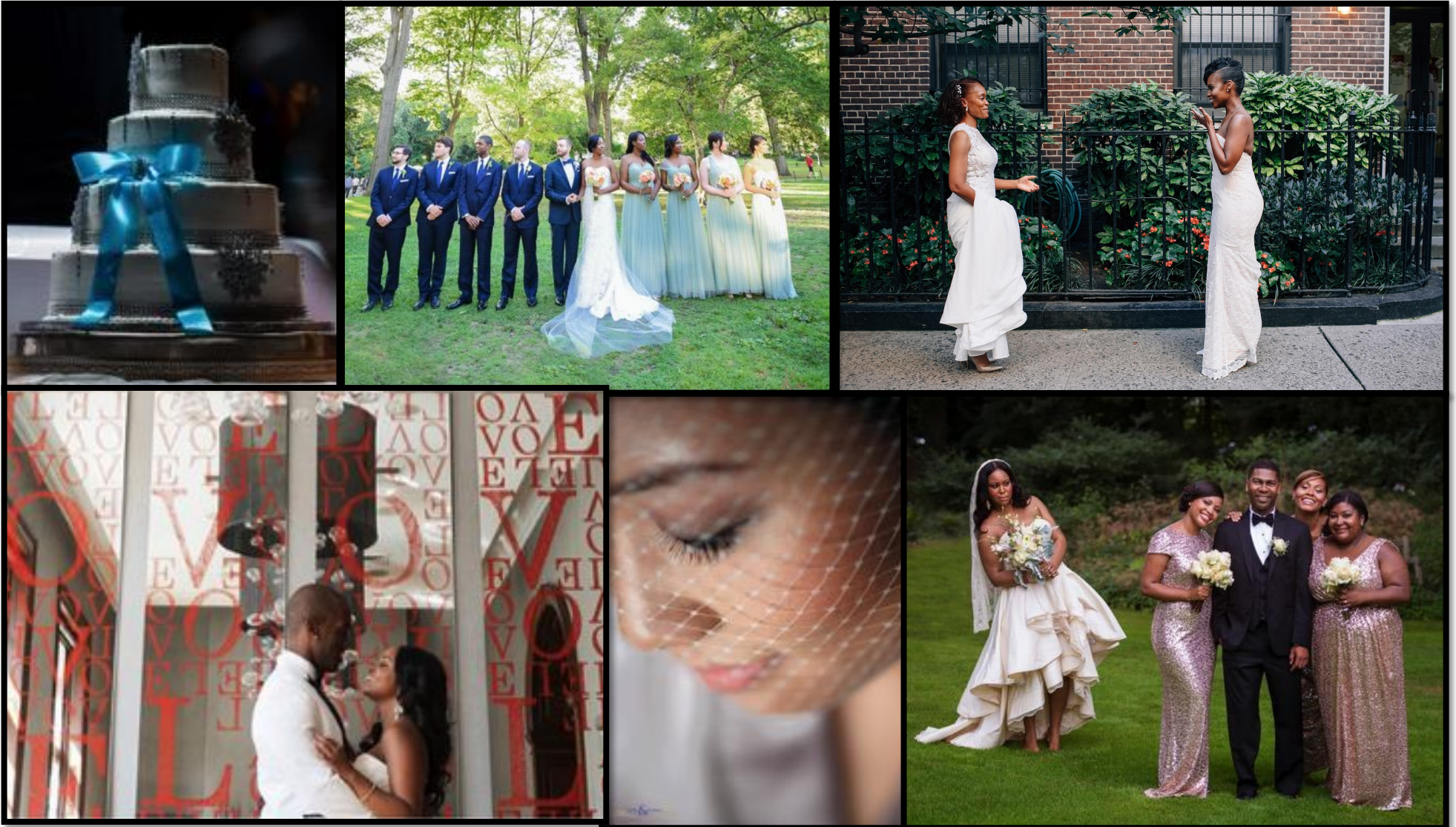
We will collaborate to ensure every detail you envision is manifested and your experience surpasses your expectations.

REGINALD WARREN EVENT PLANNING & PRODUCTION

WEDDING PROPOSAL



GALLERY



May 8, 2017

Wedding Proposal for Milena and Emmy



TESTIMONIALS



"Reggie is a bride and groom's dream come true. For this distressed, type A bride, Reggie was an incredibly reassuring presence. His enthusiasm is as contagious as his smile, which makes it easy to understand why Reggie has so many connections in the wedding network. His extensive Rolodex enables him to coordinate events ranging from an elaborate black tie affair to an understated backyard event. His eagerness to understand his couple's visions, his unbridled excitement, and his limitless creativity makes the planning process and the special day seamless. He is a natural talent, and we can say with confidence that anyone would be in good hands with Reggie."

- Christine & Julian, married on May 24, 2014

"My wife and I used Reggie's services for our wedding. What set his services apart from the rest was his professionalism and attention to detail. We contacted him on short notice but he immediately went to work contacting our officiant, and maitre' d to coordinate logistics for our wedding day and identify any gaps in our planning. Our wedding day wouldn't have been a success without him."

- Sheri & Emeka, married on April 13, 2013





TESTIMONIALS



“There are few people in this world who would take on the challenge of planning a wedding that had so many limitations. We had a tiny budget and an even tinier time frame. Reginald Warren was simply magnificent. He truly listened to our needs and exceeded our expectations. We simply could not have done this without him. He had tons of connections with vendors for us to choose from and our every need was met because he made himself always available. It was a pleasure and an honor to work with someone as professional, sophisticated, creative and genuine as Reginald. I was definitely one of those brides that thought I could do it all but I was wrong, having someone like Reginald there to make sure everything was executed flawlessly was the smartest thing I ever did. To all of you Brides and Grooms To Be... Reginald E. Warren is a must have addition as your wedding planner because he is the best and you deserve the best on your special day! Thank you a million times over for creating a magical and most memorable wedding, we are forever grateful.”

- Lauren & Tony, married on September 6, 2014



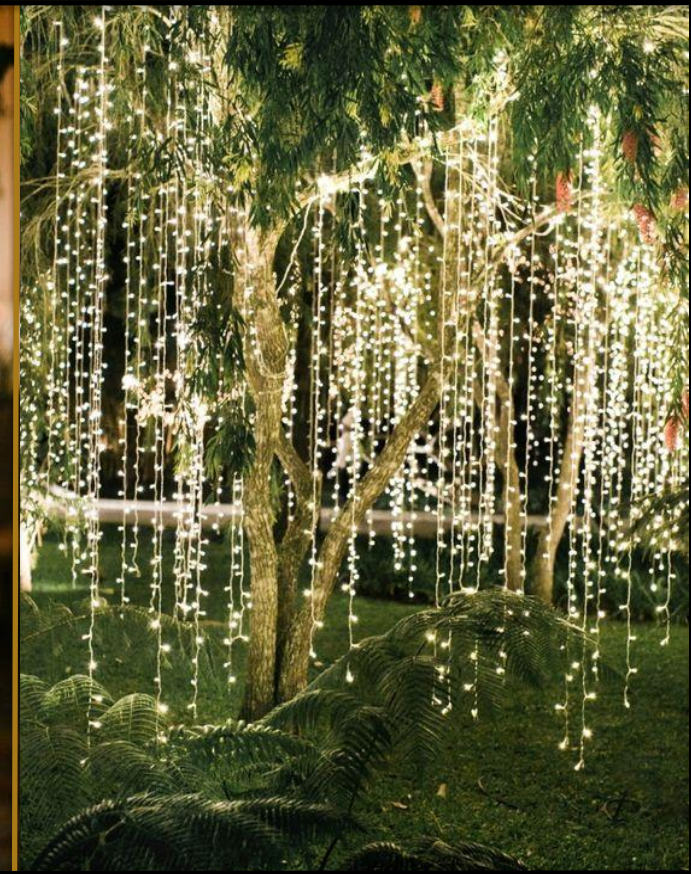
REGINALD WARREN EVENT PLANNING & PRODUCTION

WEDDING PROPOSAL

PROPOSAL



Beautiful and intimate ceremony with natural, lush elements.



Charming venue and subsequent décor to reflect your creative genius and artistic flair.

May 8, 2017

Wedding Proposal for Milena and Emmy

REGINALD WARREN EVENT PLANNING & PRODUCTION

WEDDING PROPOSAL

PROPOSAL



Throughout the wedding planning, expect to be treated as royalty: pampered with me at your service.



All of the details and behind-the-scenes action remains out of sight and completely handled. Your sole obligation is to marry the love of your life and enjoy your day. I handle the rest.

May 8, 2017

Wedding Proposal for Milena and Emmy



WEDDING SPECIFICS

Based on our initial dialogue, planning is needed for the following:

- Wedding to take place preferably in July or August, 2017
- Open to Saturday events, Friday and Sunday as well
- Intimate ceremony to take place in Manhattan, Brooklyn, Queens or Long Island
- Lush greenery with elegant, hanging lighting
- Approximately 40 - 50 anticipated guests

You will benefit from a wedding planner that will develop your vision and execute, freeing you from cumbersome details and allowing you to successfully continue your day-to-day tasks.



DIAMOND FULL SERVICE PLANNING

The Diamond level wedding planning allows us to partner together immediately to best ensure that the vision you have in your head comes to life perfectly on your big day. This includes the items listed below and any other wedding task that may come up!

- Wedding style and design consultation
- Budget management
- Creation and management of wedding timeline
- Collaboration, creation and management of a digital “look book” or inspiration board to capture your ideas vision for the wedding
- Identification, selection and ongoing management of all venues and vendors
- Design, sourcing and execution of all desired ceremony and reception décor
- Groom and bridal party apparel styling and shopping coordination
- Guest list management including mailing or emailing guests and coordinating the RSVP process
- Coordination of all venue walk-throughs and tastings
- Coordination of engagement and post-wedding photo shoots
- Design and production of all stationery, including wedding website, programs, table cards, tent cards and favors
- Itinerary and logistics for wedding-related events, including engagement party, rehearsal dinner, bachelor/bachelorette activities and Honeymoon
- Coordination and management of all wedding day events



DIAMOND PRICING & TERMS

Full Service Planning

- Includes all services listed on previous page (plus any additional wedding related tasks that may arise.)

Fee: \$5,000 (\$3,500 with discount listed in conclusion)

- Pricing is lump sum and will not change if event obligations are increased or minimized.
- Accepted forms of payment: credit card, Paypal, Venmo, bank transfer or cash.

Payment Terms

- Fees can be paid out in partial payments or monthly installments, exact schedule to be agreed upon with client.
- Deposit is due upon execution of wedding planning agreement.

Additional Costs

- Client is not responsible for any hotel or travel costs if wedding takes place in New York City.



PLATINUM FULL SERVICE PLANNING

Platinum level wedding planning also allows us to partner together immediately to secure and manage all venue aspects and your wedding vendors. This includes the items listed below:

- Wedding style and design consultation
- Budget management
- Creation and management of wedding timeline
- Collaboration, creation and management of a digital “look book” or inspiration board to capture your ideas vision for the wedding
- Identification, selection and ongoing management of all venues and vendors
- Design, sourcing and execution of all desired ceremony and reception décor
- Coordination of all venue walk-throughs and tastings
- Coordination and management of all wedding day events including the rehearsal.



PLATINUM PRICING & TERMS

Full Service Planning

- Includes all services listed on previous page
- Additional services can be negotiated at hourly rate.

Fee: \$3,500 (\$2,450 with discount listed in conclusion.)

- Pricing is lump sum and will not change if event obligations are minimized.
- Accepted forms of payment: credit card, Paypal, Venmo, bank transfer, cash or check.

Payment Terms

- Fees can be paid out in partial payments or monthly installments, exact schedule to be agreed upon with client.
- Deposit is due upon execution of wedding planning agreement.

Additional Costs

- Client is not responsible for any hotel or travel costs if wedding takes place in New York City.



COORDINATOR SERVICES

Day-of Coordination service includes:

- A personal wedding coordinator.
- Consultation with client to go over vendor contracts and wedding details.
- Supervision of wedding rehearsal.
- Creation and implementation of day-of itinerary – getting everyone where they need to be when they need to be there.
- Management of venue and vendor activities – ensuring that everything goes according to plan.
- Wedding Day emergency kit

Final Month Coordination service includes everything listed above and:

- Procurement of final décor items and stationery.
- Creation and implementation of final month timeline and remaining budget review.
- Source and manage and remaining vendors.



A LA CARTE SERVICES

- Final month coordination: \$1,800
- Day-of coordination: \$1,200
- Vendor research and management: \$275 per vendor
- Venue research and management: \$450
- Event design (with floral): \$600
- Floral design only: \$250
- Other tasks billed at \$125 per hour. Vendors required for research are identified prior to contract execution.



CONCLUSION

Milena and Emmy,

I am so glad to have met you and hear your Love story! As discussed, I am quite confident that we can execute the wedding by July or August of this year. My existing relationships with venues and vendors in the city will be of great value to achieving that.

Based on our conversations, it appears you would benefit the most from either of the full-service packages. In consideration of your budget and guest-count, I will offer a 30% discount for your convenience. If you feel a combination of items from the a la carte list would be more beneficial, let's discuss!

If you have questions regarding this proposal, feel free to contact me at your convenience by email at rw@reginaldwarren.com or at (732) 771-7460.

Thank you for your consideration,

Reginald E. Warren