

# Platinum Posh Planning



[www.platinumposhplanning.com](http://www.platinumposhplanning.com)

# Welcome

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Hey there! Congrats on your upcoming wedding!

We know how overwhelming the world of wedding planning can be, but fear not – you're not alone in this adventure. We're here to help make your journey a whole lot easier during what can be a needlessly stressful time for many couples.

But guess what? It doesn't have to be that way!

Our mission is to turn the planning process into a smooth, stress-free, and most importantly, FUN experience! We're here to take your dream wedding vision and bring it to life.

From managing your fantastic vendor team to crafting a custom timeline and more, we've got the planning covered so you can focus on all the exciting stuff that comes with this extraordinary chapter in your life.

Hailing from the vibrant city of Pasadena, CA, we're not limited by borders – we work with couples from all around the world. And if you're dreaming of a destination wedding, count us in! We absolutely adore the adventure of traveling to make your dream celebration a reality!

So let's embark on this amazing journey together and make your wedding a memory to cherish forever!



# Posh Package

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## PACKAGE DETAILS

Beginning 6-12 weeks prior to wedding

Unlimited phone, email and text communication

Up to (2) Virtual Meeting with Bride and Groom

Act as liaison between Bride and Groom and vendors

Collect and review vendor information

Create the vendor list with arrival time, set up and teardown details

Final site walk-through for set-up and logistical lay-out

Provide detail timeline of wedding day from getting ready to tear down

Coordinate reception activities with bridal party, banquet manager, photographer, and music

Oversee all details on wedding day from set up to breakdown at ceremony and reception site

Disperse final payments to vendors/gratuities, as needed

Make sure everything is packed up at the end of the wedding

## **\$1,000+ Package Investment**

# Platinum Package

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## PACKAGE DETAILS

Beginning 9 weeks -12 months  
prior to wedding

Unlimited phone, email and text  
communication

Up to (4) Virtual Meeting with  
Bride and Groom

Act as liaison between Bride and  
Groom and vendors

Collect and review vendor  
information

Create the vendor list with arrival  
time, set up and teardown details

Provide options for & aiding in  
selection of all outstanding  
vendors you plan to book for  
your wedding

Final site walk-through for set-up  
and logistical lay-out

Design consultation and guidance  
throughout planning

Create a personalized budget  
outlining suggested allocation of  
wedding funds

Provide detail timeline of  
wedding day from getting ready  
to tear down

Coordinate reception activities  
with bridal party, banquet  
manager, photographer, and  
music

Oversee all details on wedding  
day from set up to breakdown at  
ceremony and reception site

Disperse final payments to  
vendors/gratuities, as needed

Make sure everything is packed  
up at the end of the wedding

## \$2,100+ Package Investment

# Platinum Posh Package

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## PACKAGE DETAILS

Beginning 9 weeks -12 months prior to wedding	Design consultation and guidance throughout planning
Unlimited phone, email and text communication	Create a personalized budget outlining suggested allocation of wedding funds
Up to (6) Virtual Meeting with Bride and Groom	Provide detail timeline of wedding day from getting ready to tear down
Act as liaison between Bride and Groom and vendors	Coordinate reception activities with bridal party, banquet manager, photographer, and music
Supply and review vendor information	Oversee all details on wedding day from set up to breakdown at ceremony and reception site
Create the vendor list with arrival time, set up and teardown details	Disperse final payments to vendors/gratuities, as needed
Provide options for & aiding in selection of all outstanding vendors you plan to book for your wedding	Make sure everything is packed up at the end of the wedding
Final site walk-through for set-up and logistical lay-out	

**\$3,200+ Package Investment**

# Photo Gallery

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# The Process

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## HOW IT WORKS - PRE-BOOKING STAGE

### Step One

We'll have a phone call to discuss your wedding and get to know you as a couple. We're aware that each couple is unique, and we want to make sure we're the right match for your needs.

### Step Two

You receive a contract proposal in your inbox with terms and package details. You can sign and make a deposit online. Afterward, we'll move forward with the onboarding process.

## HOW IT WORKS -BOOKING STAGE

### Step One

Once a contract is signed and retainer received, we'll get you onboarded packet. The questionnaires to get the planning process started. As we collect your information we'll work on all details of wedding day including timeline, logistics, design, and more.

### Step Two

Your only responsibility is to wake up and be present on your wedding day! Our team will handle everything, from welcoming vendors and setting up to facilitating the day.

## IMPORTANT THINGS TO KNOW

### Cancellation

After signing your contract, all changes must be made in writing and signed by both parties in order to be effective. If your wedding gets canceled less than 30 days before your event, all monies paid will be forfeited and the remaining balance will be due within 2 weeks.

### Payment

A signed contract & non-refundable retainer is required in order to secure your date. The remaining balance is split up into a payment schedule. Final balance is required to be paid one (1) week prior to your wedding.