

Sample Business Proposals



Wedding Planner Services Sample Proposal

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Cover Letter, Title Page, What You Can Expect, Client Summary, Services Provided, Features, Venue, Entertainment, Catering (modified from Additional Services), Destinations, Dates and Times, Special Needs, Gifts, Transportation, Security, Price List, Testimonials, Staff, Policies, Insurance



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Your proposal and quote could be just a couple pages long or over a hundred pages long depending on your needs, *all created with one affordable Proposal Pack.*

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August 3, 20XX

Elizabeth Michels
1813 Briarwood Boulevard
Lewiston, ID 83469

Dear Miss Michels,

Congratulations on your engagement! Thank you for contacting us about the possibility of coordinating your upcoming wedding. We would be thrilled to be a part of your special day.

We have twelve years experience coordinating weddings and providing memorable, stress-free events. Should you decide to contract with us, we will make sure that you are able to take part in all the fun decisions regarding your wedding without having to worry about the often stressful particulars. From the moment you become our client, we look out for your best interests, from contracting out for better prices to making sure every last detail comes together when it is supposed to.

You mentioned that your wedding will take place next June and that you might be interested in an outdoor wedding. We are available to help during that time period, but June is a typically very busy month and the weekends book quickly. We encourage you to place a deposit soon so that we may set aside a date for you, reserve your location, and begin planning!

We want to make sure your day is everything you imagined and more. We are experts at creatively combining all the aspects of a wedding to make sure it reflects your unique wishes and your personality. Our goal is to create a wedding that could only be uniquely yours. We have references on file that we would be glad to provide for you. We would welcome you to come to our storefront office to view portfolios and to talk more about your wedding. Attached is a list of common services we coordinate, but we can plan and coordinate any custom wedding that you can dream of. Please give us a call if you have any questions.

Sincerely,

Katrina Dwyer
Owner, Katrina's Weddings
412 E. Elm
Lewiston, ID 83501
kat@KatrinasWeddings.com
www.KatrinasWeddings.com

August 3, 20XX

Katrina's Weddings
412 E. Elm
Lewiston, ID 83501

(PH) 555-555-1212
(FX) 555-555-1213
www.KatrinassWeddings.com



Proposal

Wedding Planning Services

Prepared for: Elizabeth Michels

Prepared by: Katrina Dwyer



Description

We want to make sure your day is everything you imagined and more. We are experts at creatively combining all the aspects of a wedding to make sure it reflects your unique wishes and your personality.

Our goal is to create a wedding that could only be uniquely yours. We have references on file that we would be glad to provide for you. We would welcome you to come to our storefront office to view portfolios and to talk more about your wedding.

Attached is a list of common services we coordinate, but we can plan and coordinate any custom wedding that you can dream of. Please give us a call if you have any questions.

Proposal Number: WD-3942



www.KatrinassWeddings.com



What You Can Expect

Katrina's Weddings is a full-service all-inclusive wedding planning organization. We strive to make wedding planning fun and stress-free, and to make your wedding day the happy celebration that you envisioned.

Here's what you can expect from us:

- 📦 *Your wedding planner will be available from start to finish.*

You will be assigned one wedding planner to help you create the wedding of your dreams. This person will provide all the choices and suggestions you could possibly need, and will then execute your instructions down to the last detail. We are here for you.

- 📦 *We handle all the contacts and contracts.*

We will handle reserving your wedding venue and booking and paying the caterer, photographer, minister, musicians, restaurants, florists, and any other contractors. You will be apprised of the total bill for each of your selections along the way.

- 📦 *We handle all scheduling and setup.*

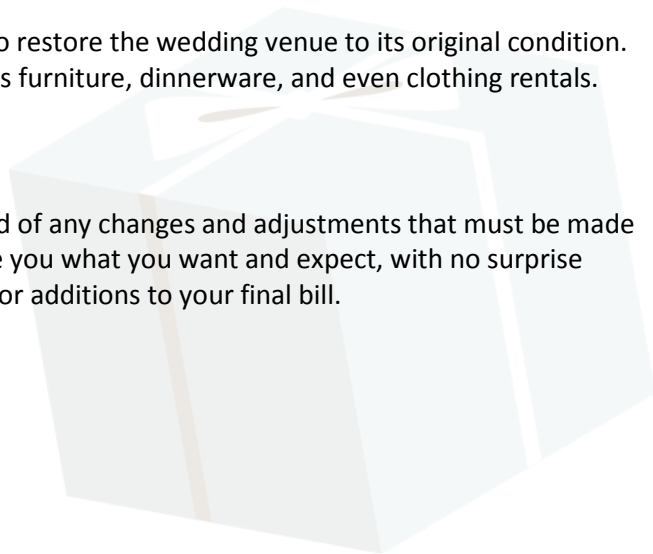
We will schedule all the required parties for each meeting, and we will make sure that each venue is set up and decorated according to your wishes. Everything will be in order when you arrive.

- 📦 *We handle all cleanup.*

We will do everything required to restore the wedding venue to its original condition. We will return any rentals such as furniture, dinnerware, and even clothing rentals.

- 📦 *No surprises.*

We promise to keep you apprised of any changes and adjustments that must be made along the way. Our goal is to give you what you want and expect, with no surprise substitutions for your selections or additions to your final bill.





Client Summary

The Objective...

You want to have a wedding that you will remember for the rest of your life.

- 📌 **Need #1:** A beautifully decorated location for the wedding and reception.
- 📌 **Need #2:** Professional photos and video of the wedding and reception.
- 📌 **Need #3:** Music and food for the wedding reception.

The Opportunity...

Katrina's Weddings has planned and coordinated dream weddings for more than 100 clients.

- 📌 **Goal #1:** Katrina works with you to plan your dream wedding and reception.
- 📌 **Goal #2:** Katrina takes care of all the arrangements from sending out the invitations to booking the location and ordering the cake and flower arrangements.
- 📌 **Goal #3:** On your wedding day, Katrina makes sure all elements are in place at the appointed times. All you have to do is say "I do!"

The Solution...

You decide exactly what you want for your special day, and then let Katrina's Weddings handle the details for you.

- 📌 **Recommendation #1:** Choose the elements you want us to handle from the enclosed Features and Price List.
- 📌 **Recommendation #2:** Sit down with Katrina to create a customized plan for your big day.
- 📌 **Recommendation #3:** Katrina stays in touch every step of the way to make sure that all your dreams come true on your wedding day.





Services Provided

Katrina's Weddings is a full service wedding planning company. We offer all of the following services:

- ✦ *Selecting and reserving all venues for ceremonies, receptions, and rehearsal dinners.*

We know all the local possibilities, and we always have creative suggestions to offer. See the Venues page for more information.

- ✦ *Arranging for catering and entertainment.*

As well as helping you select and arrange for the wedding cake and wedding music, we can arrange for meals, appetizers, and drinks of all kinds. We can also arrange for emcees, musicians, and other entertainment. See the Catering and Entertainment pages for some suggestions.

- ✦ *Contracting with local dressmakers and retailers to outfit the wedding party.*

If you need dresses made to order, we know how to get it done. If you prefer to select from the racks, we know where to take you, and how to get the best prices for you.

- ✦ *Selecting and printing engagement announcements, invitations, programs, napkins, itineraries and instructions, place cards, and thank you notes.*

We'll provide a catalog with hundreds of designs from which to choose, and we'll make sure everything gets printed and delivered on time and within your budget.

- ✦ *Contracting with photographers and videographers to memorialize your special day*

We know all the local experts who can be trusted to deliver.

- ✦ *Transportation Services*

Want a limo or a horse-drawn carriage to drive you from the ceremony to the reception? We can arrange it. We can also handle shuttling your guests from place to place. Just ask! See the Transportation page for more details.

- ✦ *Security Services*

When you need to keep the paparazzi away, we will contract with security personnel to make sure that only your guests enjoy your celebration. See the Security page for more information.

- ✦ *Honeymoon Packages*

We can even help you arrange for the perfect getaway after your wedding! See the Destinations page for some romantic suggestions.





Dates and Times

Following is a basic schedule that must be followed for each wedding. Specific dates and times will be set at our initial planning meeting. To ensure availability of key personnel and preferred locations, it's ideal to begin the planning process six months before the wedding.

Note that these are only the major milestones in the planning process. The complexity of your wedding may require many phone calls and minor appointments that do not appear on this list.

Initial Planning Meeting – Minimum of eight weeks before wedding

At this meeting we will determine the date and appropriate venue for your wedding, as well as making many other decisions. We will draw up a contract delineating your choices so that your day will be exactly what you want. A retainer of approximately 50% of the total cost will be required at this time.

Location: Katrina's Office

Selection of dresses and suits for all wedding party members – Minimum of six weeks before wedding

In order for dresses to be constructed or fitted and reservations made for men's tuxedos and other items, all items of clothing for the wedding party must be selected at this time. Basic color choices may also determine other items, such as linens, flowers, table decorations, and so forth.

Location: Katrina's Office or a local wedding salon

Meeting with caterer and florist – Minimum of four weeks before wedding

At this meeting we will select food, cakes, and flowers for the wedding. The caterer and florist may provide samples and photos for your consideration.

Location: Katrina's Office

Final fittings for wedding party – Minimum of three weeks before wedding

Every member of the wedding party must try on the items they will wear during the wedding so that tailors may make any adjustments needed.

Location: Katrina's Office or local bridal salon





S A M P L E

This sample has been truncated to only show the first few pages. The complete version of this sample is included with any Proposal Kit or Proposal Pack at:

<http://www.proposalkit.com/htm/products.htm>