YOUR  
LOGO

**COMPANY NAME**

WEDDING MICRO-EVENT PLANNING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to plan your intimate wedding micro-event. We specialize in creating elegant, personalized celebrations that focus on quality, exclusivity, and unforgettable experiences.  
  
This proposal outlines our approach to planning and managing your special day.

# Event Objectives

The primary goals are:  
  
- Craft a unique and intimate wedding experience  
- Ensure seamless coordination of all event details  
- Provide stress-free planning and day-of management  
- Reflect the couple's personal style and preferences

# Proposed Services

Our wedding micro-event planning services include:  
  
- Venue selection and styling  
- Catering coordination and menu design  
- Floral arrangements and decor  
- Entertainment and live music  
- Photography and videography services  
- Guest logistics and personalized experiences  
- Day-of coordination and vendor management

# Scope of Work

We propose the following scope of work:  
  
- Initial consultation and vision planning  
- Customized event design and timeline development  
- Vendor sourcing and coordination  
- Full event setup, execution, and post-event follow-up

# Timeline

Proposed planning and event timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Planning & Vision | Consultation and concept development | [Start Date] |
| Vendor Coordination | Booking and confirming vendors | [Date] |
| Final Preparations | Timeline finalization, decor details, logistics | [Date] |
| Event Day Execution | Full coordination and management | [Wedding Date] |

# Pricing

Estimated cost breakdown for wedding micro-event planning services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Event Planning & Design | Personalized concept development and coordination | [Amount] |
| Vendor Management | Sourcing and managing service providers | [Amount] |
| Day-Of Coordination | Full execution on event day | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is an experienced wedding planning boutique dedicated to curating bespoke, intimate events that reflect our clients' love stories.  
  
- Experience: [X] years specializing in micro-weddings and private events  
- Expertise: Personalized event design, vendor partnerships, luxury service  
- Mission: To transform special occasions into timeless, stress-free memories

# Case Studies / Testimonials

Case Study: [Couple Name]  
  
- Event: Private garden wedding with 30 guests  
- Outcome: Flawless execution with heartfelt guest experiences and stunning decor  
  
Testimonial:  
“[Your Company Name] brought our dream wedding to life with incredible attention to detail and care.” — [Couple Names]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Confidentiality: All personal information and event details remain confidential.  
Client Responsibilities: Provide timely feedback and guest information.  
Rescheduling: Subject to venue and vendor availability with [X] days’ notice.

# Acceptance

To approve this wedding micro-event planning proposal and begin the planning process, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Bride/Groom/Partner]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_