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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_