

Taylor'd Events

Group

Best Practices

MEETINGS

- All meetings are setup by appointment.
- All planning meetings will be held at the office of Taylor'd Events Group in Woodinville unless arranged by clients and Taylor'd Events Group.

COMMUNICATION

- Will answer emails and return phone calls within 24 hours during the week and 48 hours on the weekend.
- Planners generally work Monday-Friday 10AM-4PM, except evenings and weekends by appointment. Please note that we are quite often out of the office attending meetings during that time.
- During busy season or a wedding week, expect your planner to be available Tuesday-Thursday. Fridays and Saturdays are focused on the couple getting married that week. Sunday and Mondays are to recoup from the amazing wedding.
- Email and Phone are the best methods of communication. Updates on meetings are fine (running late, for example) via text, but it is incredibly hard to plan a wedding and keep details straight via text.

PLANNING

- We expect the client to add any information you already have or acquire throughout the planning process to Aisle Planner or provide to your planner to add, so that we can all be on the same page.
- Your budget is a working document. Although we can give estimates and initial thoughts, you make the final decisions. We can advise that this above or below what was estimated, and how this affects your overall budget, but we cannot control if you choose items over budget in multiple categories. You are the final decider, and as much as we can educate you, you are who dictates where you end up with your budget.

VENDOR – CLIENT – PLANNER RELATIONSHIP

- Taylor'd Events is your advocate! We are happy to ask any questions or make requests, but we can't promise that we will ever be able to acquire extra services, discounts, hours, etc.
- Please remember that we work hard to maintain relationships with our vendors. Many (not all) will hold dates for us to give you more time to make a decision. We kindly ask that you don't abuse these relationships so they remain intact for other clients. Therefore, clients must sign and return OR request updates to any contract obtained by your planner within one week. We will always let you know if it is a shorter time frame.

FINAL DETAILS

- We expect the client to provide a completed seating template in Aisle Planner with meal (if necessary) 5 business days before the event.
- We expect the client that is doing their own escort card to have them completed with meal choice by the rehearsal.
- Provide Taylor'd Events a weekly update of RSVP counts –if they are not handling RSVPs

DAY-OF

- Taylor'd Events expects one meal per staff member at time that the guests sit down for their meal
- If transportation is arranged by Taylor'd Events, we are not responsible if your guests are left behind for pickup to the ceremony or at the end of the evening. Before the last shuttle leaves, we will do one final check of the event space and nearest bathrooms, then will release the last shuttle.

