WEDDING PLANNER / 01

BUILD THE EVENT BRIEF

Give planners the same starting picture so their proposed scopes are easier to compare.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Ceremony / reception dates, times and locations

Guest-count range / event format / planning stage

Our three highest priorities for the experience

Decisions already made / items still open

Decision owners / approvers / preferred contact rhythm

Known venue, travel, access or timing constraints

Preparation only. Not an emergency plan or venue, vendor, accessibility, food, alcohol, music, insurance, contract, safety, or legal guide.

WEDDING PLANNER / 02

MAP VENDORS AND HANDOFFS

List facts and ownership. Leave technical or regulatory decisions with the responsible party.

Venue: confirmed / contact / included coordination / open handoff

Food and beverage: status / contact / planner role / open question

Photo, video and entertainment: status / contacts / dependencies

Florals, decor and rentals: status / delivery / setup / removal owner

Transportation, lodging or guest logistics: status / handoff owner

Other vendors / approvals / unresolved dependencies

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WEDDING PLANNER / 03

PREPARE THE MASTER TIMELINE

Use milestones and responsibility—not minute-by-minute guesses—before the planner proposes details.

- [ ] Ceremony and reception windows are recorded
- [ ] Venue access and end-of-night windows are confirmed or marked open
- [ ] Vendor arrival, setup and removal handoffs have owners
- [ ] A person is named to approve event-day changes
- [ ] Guest access and communication needs are recorded for coordination
- [ ] Planner, venue and vendor contingency roles will be distinguished
- [ ] The distribution and update process for the timeline is understood
- [ ] Final contacts and documents will be handed off in writing

Planning milestones / decision deadlines / owner

Event-day transitions / vendor arrivals / owner

Final confirmation and change cutoff questions

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WEDDING PLANNER / 04

QUESTIONS FOR THE PLANNER

Record specific answers, exclusions and dependencies for each proposal.

Scope: what do you own, coordinate, monitor or exclude?

Vendors: sourcing, communication, contracts and handoff boundaries?

Timeline: who drafts, approves, updates and distributes it?

Guests: how are access and communication needs coordinated?

Event day: staffing, arrival, coverage, transitions and departure?

Changes: added work, unresolved items and final-record handoff?

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WEDDING PLANNER / 05

COMPARE THE PROPOSALS

Compare like with like. A lower total may reflect fewer responsibilities or shorter coverage.

Planner A / Planner B / proposal dates / same event brief?

Planning, design and vendor responsibilities - A / B

Timeline, staffing, event-day coverage and exclusions - A / B

Communication, changes, handoff, terms and fit - A / B

READY TO HEAR FROM PROS?

Optional next step: Create an account on PickYourPro.ai and start a wedding planner request. Describe the event, planning stage and help you want so participating pros can compete with proposals. Compare responsibility, timeline, staffing, communication and fit.

One request. Every pro's best offer.

Start a request

Participation varies. An event, venue, vendor, and planning-stage review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/wedding-planner

FEMA: Special Events Contingency Planning for Public Safety Agencies (official reference)

U.S. Department of Justice: Accessible Information Exchange (official reference)

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