



MASTERFULLY
MANAGED

In the whirlwind world of wedding planning, we understand that you, as a wedding planner, are the pivot upon which the entire event spins.

You're not just coordinating the perfect day; you're orchestrating dreams, emotions, and unforgettable moments. We recognize that you are constantly being pulled in myriad directions, from managing vendors and budgets to soothing anxious clients and coordinating every intricate detail. It's a symphony of responsibilities that require unwavering attention, creativity, and precision.

We recognize the dedication, passion, and the countless late-night hours you invest to turn couples' visions into breathtaking realities. We aim to be an invaluable addition to your team, offering you assistance to support and enhance the wedding planning process and giving you more time to focus on continuing to create unforgettable memories.

Katie

TASKS

Below you will find a list of tasks we could assist you with. Please note this list is not all inclusive and if there is anything you need that is not mentioned, please let me know.

- + Inquiry Responses
- + Client Communication
- + Client Homework/Worksheet Completion
- + Vendor Correspondence
- + Ghost writing for planners / managing inbox
- + Appointment scheduling
- + Travel arrangements
- + Document preparation (proposals, invoices, contracts)
- + Vendor Payment Log
- + Budget Tracking
- + Research (venues, vendors, trends)
- + Social Media Management
- + Pinterest Creation & Utilization
- + Guest List Management (RSVP tracking + meal preferences)
- + Seating Chart Assistance
- + Timeline Creation
- + Image Curation
- + Purchasing
- + Website Maintenance
- + Blogging
- + Wedding Submissions
- + Data Entry
- + Scheduling Site Visits or Planning Visits
- + Email Marketing
- + Client or Vendor Gifting
- + Client Reviews
- + Assistance with Podcasts or Education Promotion
- + Personal Travel, Appointments, Etc.

Programs: Dubsado, Honeybook, Dropbox, Google Drive, Aisle Planner, Timeline Genius, Asana, Trello, Monday, ClickUp, Stripe, Zoom, GoogleMeet, Kajabi, MailChimp, Constant Contact, and Omnisend





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