

Questions to Ask Before Hiring a Planner

The person you meet during the sale may not be the person who leads your wedding. These questions make the arrangement clear before you sign.

LEADERSHIP

- ☐ Who will lead the planning?
- ☐ Who will lead each event on the day?
- ☐ Who has decision authority on the day?
- ☐ Who can approve overtime and changes?

THE TEAM

- ☐ How many coordinators will work each event?
- ☐ What is each coordinator responsible for?
- ☐ How does the team communicate during events?

PREPARATION

- ☐ Who prepares the master timeline, and when?
- ☐ Do vendors receive their own timelines?
- ☐ How are vendor contracts reviewed?
- ☐ How is the family kept informed?

THE AGREEMENT

- ☐ Which events are included?
- ☐ Is the lead planner named in the contract?
- ☐ What happens if the lead cannot attend?
- ☐ What are the payment and cancellation terms?

General planning guidance from The Blissful Beginning. This checklist is not legal advice; for legal interpretation of any contract, consult a qualified attorney.