

PDF Wedding Event Proposal Template Example

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DREAMS COME TRUE: A Wedding Proposal




EVENT NAME	The Union of Sarah and Alex
DATE OF PROPOSAL SUBMISSION	August 1, 20XX
PREPARED FOR	The Thompson Family
PREPARED BY	Romy Bailey, Rose Petal Weddings

INTRODUCTION

Welcome to the first step in bringing your dream wedding to life. This proposal is tailored for couples like Sarah and Alex, who are embarking on the journey of organizing their special day. It is designed to simplify the planning process, ensuring every detail resonates with your vision.

VISION AND THEME

THEME AND COLOR SCHEME	Enchanted Forest: Emerald green and gold	
LINK TO INPSIRATIONAL MOOD BOARD OR IMAGES		

VENUE SELECTION

POTENTIAL VENUES	CAPACITY	AVAILABLE DATES	PROS	CONS
Whispering Pines	150 guests	October 5 or 12	Scenic outdoor area, on-site accommodations	

CATERING AND MENU OPTIONS

- Starter: Wild Mushroom Soup
- Main Course: Choice of Seared Salmon or Roasted Portobello Mushrooms
- Dessert: Lemon Tart with Fresh Berries
- Dietary Accommodations: Gluten-free and vegan options available

DÉCOR AND STYLING

Themes of the enchanted forest will be brought to life with cascading fairy lights, moss-covered centerpieces, and gold-accented table settings.

ENTERTAINMENT AND AUDIO-VISUAL NEEDS

- DJ for reception dance floor.
- String Quartet for the ceremony.
- Photo Booth with themed props.

PHOTOGRAPHY AND VIDEOGRAPHY

Style: Candid and Magical Moments
Special Moments: First look in the forest, sunset vows

ATTIRE AND BEAUTY

Bride's Attire: A-line gown with lace detailing
Groom's Attire: Classic black tuxedo
Beauty Services: On-site hair and makeup for the bridal party

GUEST EXPERIENCE

- Accommodations: Reserved block of rooms at Whispering Pines
- Transportation: Shuttle service from hotel to venue
- Activities: Guided nature walk on the morning of the wedding

TIMELINE AND SCHEDULE

CEREMONY	3:00 P.M.
COCKTAIL HOUR	4:00 P.M.
RECEPTION	5:00 P.M.

BUDGET OVERVIEW

ANTICIPATED COSTS

VENUE RENTAL	FOOD AND BEVERAGE	DECOR	ENTERTAINMENT	ATTIRE AND BEAUTY	PHOTOGRAPHY AND VIDEOGRAPHY	TOTAL
\$5,000	\$10,000	\$3,000	\$2,500	\$2,500	\$4,000	\$27,000

ADDITIONAL SERVICES

- Wedding Favors: Customized miniature enchanted forest terrariums
- Ceremony Officiant: Reverend Lori Garcia

APPROVAL FOR NEXT STEPS

Please review the provided details and indicate any changes or additional requests. Once approved, we will proceed with securing the bookings and finalizing the arrangements.

SIGNATURE

Name

DATE

MM/DD/YY

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