



WEDDING PLANNING

*Welcome Guide*

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[WWW.OPULENTOIREESTUDIODESIGNS.COM](http://WWW.OPULENTOIREESTUDIODESIGNS.COM)



# WELCOME

Welcome to the family! You must know we are positively thrilled to work with you! We realize that planning a wedding is a new experience for our couples and their families, so we want to ensure you are supported and informed throughout the process.

## OPULENT SOIREE

I am Suchay Fontz — Event Producer & Creative Director, and the visionary behind every experience we create.

Here, every celebration begins long before the first guest arrives... and continues long after the last toast is made.

We don't plan events.

We curate legacies.

To the destination bride who dreams beyond borders, beyond tradition, and beyond expectations — you are in the right place.

At Opulent Soirée Studio Designs, your love story becomes a cinematic experience. Every detail is intentionally designed, every moment thoughtfully orchestrated, and every space transformed into a reflection of your essence, your culture, and your journey.

From the sun-kissed shores of the Caribbean to the timeless romance of Italy, from intimate gatherings to grand destination celebrations — we bring your vision to life with elegance, artistry, and soul.

This is not just planning.

This is storytelling through design.

This is luxury with meaning.

This is your legacy in motion.

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# ONBOARDING GUIDE

## 1 COMMUNICATIONS

You are welcome to reach out at any time! Your client portal will be an invaluable resource for communicating and planning your wedding. Always start there first. In addition to email, you may use the virtual office to make comments on specific facets of your wedding planning. If you have quick questions, always try email first. We may have meetings or events that take us out of the office, leaving us unavailable for unscheduled calls. If you have detailed questions or updates that cannot wait for a meeting, please set up a time for a call.

## 2 MEETINGS

We understand that weekends and holidays may be the most convenient for you to schedule a visit, this is the time your wedding team and vendors are the busiest producing events. If you plan a visit to the venue, please work with your planning team to schedule a visit to maximize your time. Event Experience Design and Management has three meetings.

## 3 COORDINATION TIMELINE

Vendor Matchmaking Review Consultation - 9 months prior to wedding date  
Vision Development Consultation - 6 months prior to the wedding date  
Style Guide Review Consultation - 5 months prior to the wedding date  
Logistics Consult - 3-4 weeks prior to the wedding date

\*Depending on when you secure your wedding planning team, the above timeline may be adjusted to your wedding date.

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# Wedding Planning

# CHECKLIST

Date:

Budget:

## 12-9 MONTHS OUT

- Officially announce your engagement
- Choose your date
- Start a wedding folder
- Rough draft of budget
- Pick your wedding party
- Start the guest list
- Hire a planner
- Book photographer
- Book minister/registrar
- Book catering company
- Book transportation
- Book the florist (bouquets + boutonniere)
- Book DJ/music

## 9-6 MONTHS OUT

- Personalize your Big Day
- Reserve a block of hotel rooms for out-of-town guests
- Register for wedding gifts
- Select and purchase invitations
- Start planning a honeymoon
- Shop for bridesmaids' dresses
- Book and meet with the officiant
- Send save-the-date cards
- Reserve structural and electrical necessities
- Arrange transportation
- Start composing a day-of timeline

# Wedding Planning

# CHECKLIST

## 3 MONTHS OUT

- Book the rehearsal and rehearsal-dinner venues
- Check on the wedding invitations
- Select and order the cake
- Send your guest list to the host of your shower
- Purchase wedding shoes, your undergarments, and start dress fittings
- Schedule hair and makeup artists
- Choose your music
- Finalize the menu and flowers
- Make a list of the people giving toasts
- Finalize the readings
- Finalize the order of the ceremony and the reception
- Print menu cards as well as programs
- Send your event schedule to the vendors

## 2 MONTHS OUT

- Touch base again with all the vendors
- Meet with the photographer
- Review the playlist with the band or D.J.
- Enjoy a bachelorette party

# Wedding Planning

# CHECKLIST

## 1 MONTH OUT

- Schedule a walkthrough with your venue, florist and caterer
- Enter RSVPs into your guest-list spreadsheet
- Get your marriage license
- Mail the rehearsal-dinner invitations
- Your last dress fitting
- Stock the bar
- Send out as many final payments as you can
- Confirm times for hair and makeup and all vendors
- E-mail and print directions for drivers of transport vehicles
- Assign seating
- Purchase bridesmaids' gifts
- Get your hair cut and colored
- Get a facial

# Wedding Planning

# CHECKLIST

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## WEEK OF WEDDING

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- Reconfirm arrival times with vendors

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- Delegate small wedding-day tasks

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- Send a timeline to the bridal party

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- Pick up your dress

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- Set aside checks for the vendors

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- Book an appointment for a manicure and a pedicure

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- Send the final guest list to the caterer and all venues hosting your wedding-related events

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- Break in your shoes

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- Assemble and distribute the welcome baskets

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- Lastly, don't forget to: Pack for your honeymoon

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*\*\*Also know, "the last three months leading up to their wedding, brides spend an average of 11 hours a week working on wedding details."  
(20126 The Knot, [www.theknot.com](http://www.theknot.com))*

*Don't let this checklist and timeline overwhelm you!*

*Do you know what the greatest thing about planning your wedding is? It's your wedding, and these are only guidelines to help you.*

*They are by no means set in stone but can be a great starting point.*

# WEDDING INSURANCE

In addition to wedsafe.com, you may also add a rider to your homeowners or renters insurance.

WEDSAFE.COM

Help protect yourself against a financial loss that could result from a wedding mishap or vendor incident. Wedding Liability Insurance is now required by many wedding venues. Reimbursement is available for your financial losses or expenses if you're forced to postpone or cancel your wedding.

Wedding Liability Insurance: With limits available up to \$5,000,000, WedSafe was designed in consultation with leading venues to ensure the coverage satisfies industry-standard requirements.

Protects you in the event of injuries or property damage

Offers host liquor liability to protect against alcohol-related accidents

Allows for the wedding ceremony, reception, and rehearsal dinner venues to be named as "Additional Insured" for one low price\*

Can be purchased up to the actual day of your wedding\*\*

Purchase online for coverage in minutes; the certificate of liability insurance can be emailed directly to your venue\*\*\*

This coverage is primary for both you and your venue; if you have a covered claim, your WedSafe@policy will pay first, before other insurance you may have.

Wedding Cancellation Insurance: No matter how diligent you are or reputable your vendors promise to be, wedding mishaps happen. This could lead to financial loss for you.

WedSafe Wedding Event Cancellation/Postponement Insurance offers protection if you need to cancel/reschedule your event for reasons such as:

Severe weather

Sudden illness

Lost/non-refundable deposits

Vendor bankruptcy

Damage to wedding attire such as bridal gown, wedding rings

Damaged wedding photos/videos

Stolen gifts

And more!

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# VIP GUESTS + WEDDING PARTY LIST

	NAME	EMAIL	PHONE NUMBER
Mother of the Bride			
Father of the Bride			
Mother of the Groom			
Father of the Groom			
Grandparents			
Grandparents			

	NAME	PARENTS NAMES
Ring Bearer		
Flower Girl		

BRIDESMAID	GROOMSMAN

# CEREMONY SPECIAL MOMENT SONG SELECTIONS

CEREMONY SPECIAL PLEASE SELECT YOUR CEREMONY SONG CHOICES IN THE FOLLOWING CATEGORIES:

Prelude: this is played while the guests arrive and usually starts 30 minutes prior to the start of the ceremony. The mood of the music is usually light and romantic

Song	
Artist	

Processional for the Wedding Party: after the seating of the mothers, the processional for the attendants begins. Often the processional begins immediately after the seating of the mothers

Song	
Artist	

Processional for the Bride: this begins immediately after the last attendant. Separate music is traditionally played for the bride but some prefer to have the same music as the attendants.

Song	
Artist	

Selections during the Ceremony: depending on the religious status of the ceremony, music can be played between the readings, during the lighting of the unity candle or during communion

Song	
Artist	

Recessional for the Entire Wedding Party: often the music performed is of a faster tempo than the processional.

Song	
Artist	

Postlude: This is played while the guests leave the ceremony and is typically 15 minutes in total.

Song	
Artist	

# RECEPTION SPECIAL MOMENTS

## SONGS FOR EMCEE

Once you have selected the songs you want played at your wedding, give this list to your DJ and keep a copy for yourself.

### Introduction Song

Song	
Artist	

### First Dance Song

Song	
Artist	

### Bridal Party Dance

Song	
Artist	

### Father Daughter Dance

Song	
Artist	

### Mother Son Dance

Song	
Artist	

### Special Dance- Grandparents Dance

Song	
Artist	

# GRATUITY GUIDE

Traditionally, business owners of larger companies don't get tipped, just their employees, however, you can and should tip an owner when the service exceeds expectations. Small business owners should never be overlooked either since their businesses are often run by just one person. Tip vendors who offer exceptional service and write thank-you notes!

Below is helpful breakdown of what is customary for each vendor.

- Hairstylist and Makeup Artist: 15-25% (Expected)
- Delivery and Setup Staff: \$5-\$10 / Person (Cake, Floral, Rentals etc.)
- Ceremony Officiant: \$100 Church Donation
- Ceremony Musicians: \$12-\$20 / Person
- Photographer and Videographer: \$50-\$100
- Reception Band or DJ: \$50-\$100 per DJ/Emcee/Band Member
- Wedding Coordinator or Wedding Planner: \$50-\$100

For the vendors below, a service charge is typically included in payments due. Check your contract! If not, you can expect to tip 15–20% percent of the total fee.

- Catering/Bar Staff
- Wedding Transportation

## Other Suggestions

When to Tip All Vendors: At completion of their service or mailed following the wedding.

Make it easy on everyone and assign the responsibility of handing them out to a trusted person such as your wedding planner, a parent or wedding party member.

# STATIONERY SUGGESTIONS

Use this link for suggested invitation wording examples:

<https://www.theknot.com/content/standard-wedding-invitation-wording-examples>

ITEM	DUE DATE
Have your guest list completed by:	
Save The Date style selected by:	
Save the Date wording completed by:	
Save The Dates sent out by:	
Invitation style selected by:	
Invitation wording completed by:	
Invitations sent out by:	
Final counts due:	
Date of stationery items selected by:	
Day of Stationery wording completed by:	

#### Invitation Suite:

- Main Invitation
- Ceremony Card
- Detail / Accommodations Card
- RSVP Card
- Inner Envelope
- Outer Envelope
- RSVP Envelope
- RSVP Stamp
- Outer Envelope stamp
- Optional: Wax Seals or Belly Bands

#### Day of Stationery Checklist:

- Ceremony Signage
- Ceremony Programs
- Seating Chart and/or Escort Cards
- Place Cards for plated meals
- Guest Dinner Menus
- Bar Menu
- Signature Drink Menu



# WEDDING BUDGET PLANNER.

*For the wedding of:*



&



WEDDING  
DATE:



# EXPENSE RECORD OVERVIEW.

CATEGORY/ITEM	BUDGETED AMOUNT	ACTUAL AMOUNT
VENUE EXPENSES		
STAFF HIRE		
CEREMONY FLOWERS & DECOR		
PRE-RECEPTION FLOWERS & DECOR		
RECEPTION FLOWERS & DECOR		
MUSIC & LIGHTING		
PHOTOGRAPHER & VIDEOGRAPHER		
CAKE		
FOOD & DRINKS		
WEDDING WEAR & APPAREL		
HAIR, MAKEUP & BEAUTY		
GIFTS & FAVORS		
WEDDING STATIONERY		
TRANSPORTATION		
OTHER EXPENSES		
TOTAL		
<b>GRAND BUDGET TOTAL</b>		
<b>AMOUNT SPENT</b>		
<b>AMOUNT LEFT</b>		



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Song	
Artist	

### Special Dance- Grandparents Dance

Song	
Artist	

# RECEPTION SPECIAL MOMENTS

## SONGS FOR EMCEE

### Special Dance- Cultural Dance

Song	
Artist	

### Special Dance- Group Dance

Song	
Artist	

### Cake Cutting

Song	
Artist	

### Bouquet Toss

Song	
Artist	

### Garter Toss

Song	
Artist	

### Anniversary Song for Married Couples

Song	
Artist	

### Closing Song

Song	
Artist	

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# WEDDING BUDGET PLANNER.

*For the wedding of:*



&



WEDDING  
DATE:



# EXPENSE RECORD OVERVIEW.

CATEGORY/ITEM	BUDGETED AMOUNT	ACTUAL AMOUNT
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CEREMONY FLOWERS & DECOR		
PRE-RECEPTION FLOWERS & DECOR		
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MUSIC & LIGHTING		
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CAKE		
FOOD & DRINKS		
WEDDING WEAR & APPAREL		
HAIR, MAKEUP & BEAUTY		
GIFTS & FAVORS		
WEDDING STATIONERY		
TRANSPORTATION		
OTHER EXPENSES		
TOTAL		
<b>GRAND BUDGET TOTAL</b>		
<b>AMOUNT SPENT</b>		
<b>AMOUNT LEFT</b>		



# SUPPLIER RECORD.

SUPPLIER NAME:

---

CONTACT INFORMATION:

---

PRODUCT/SERVICE:

---

CONTRACT SIGNED?  YES  NO

## PAYMENT DETAILS

PAYMENT METHOD:

---

PAYMENT DETAILS:

---

QUOTE/INVOICE RECEIVED?  YES

AMOUNT QUOTED:

---

### PAYMENT PLAN

6 MONTHS

3 MONTHS

2 WEEKS

IMMEDIATELY

AFTER WEDDING

OTHER:

---

AMOUNT OWING:

---

AMOUNT PAID:

---

CUT-OFF DATE:

---



# HIDDEN COSTS.

## BRIDESMAIDS' PROPOSALS

**1** Most brides want to ask their bridesmaids in a special way. This can add up if you have many bridesmaids and want to make the proposal extra special with gift boxes and the likes.

## GUEST TRANSPORT

**3** If your venue is at a place where the terrain isn't so forgiving, you will need a way to transport guests to your wedding ceremony and reception.

## POSTAGE FEES

**5** If you send your invitations by hand, there will be a postage fee involved. Also, the heavier the envelope, the more expensive it will be.

## SUPPLIERS' MEALS

**7** Your DJ, wedding planner, and possibly your photographer, will stay late at your wedding - they need to eat, too.

## HAIR & MAKEUP TRIALS

**9** Going for hair and makeup trials will save you a lot of drama and tears on your wedding day, but they do cost money.

## EXTRA DECOR

**11** Besides flowers, you'll need additional wedding decor to round off your wedding look. This can also add up significantly.

## PRE-WEDDING OUTFITS

**13** Your engagement shoot, rehearsal dinner or luncheon, and bride squad all need their own outfits. Make sure to budget for it.

## UNDERGARMENTS

**15** Make sure to add your wedding night lingerie to your budget to avoid a shock! Bridal lingerie can be an expensive part of your wedding wear.

## WEDDING STATIONERY

**17** Don't just budget for your wedding invitations. There are so much more: save-the-dates, thank you cards, table seating chart, etc.

## WEDDING FAVORS

**2** Sure, you have budgeted for it, but have you considered doing the math? E.g. a favor of \$3 for 150 guests will set you back at \$450. Also, DIY favors don't always work out cheaper.

## PARENTS' GIFTS

**4** Traditionally, the parents of the bride and groom also receive a gift - you shouldn't skip this one, especially if they have paid for the wedding.

## CEREMONY AUDIO

**6** You will need a sound system at your wedding ceremony, too. Ask your DJ about this, as they should include it in their package.

## BEAUTY TREATMENTS

**8** Spray-tans, manicures, pedicures, facials, spa treatments, etc. all cost money. Rather be on the lookout for special offers and deals.

## SALES TAX & LABOR COSTS

**10** Don't forget to budget a little bit extra for these types of easily overlooked expenses. Many businesses have these already included in their services.

## HOTEL ROOM

**12** For the night before the wedding. Luckily, you'll have a room to get ready in on the morning of your wedding day as well, if you book this.

## EXTRA ALTERATIONS

**14** With all the wedding stress and dieting, you're bound to lose some weight, and that calls for additional dress alterations.

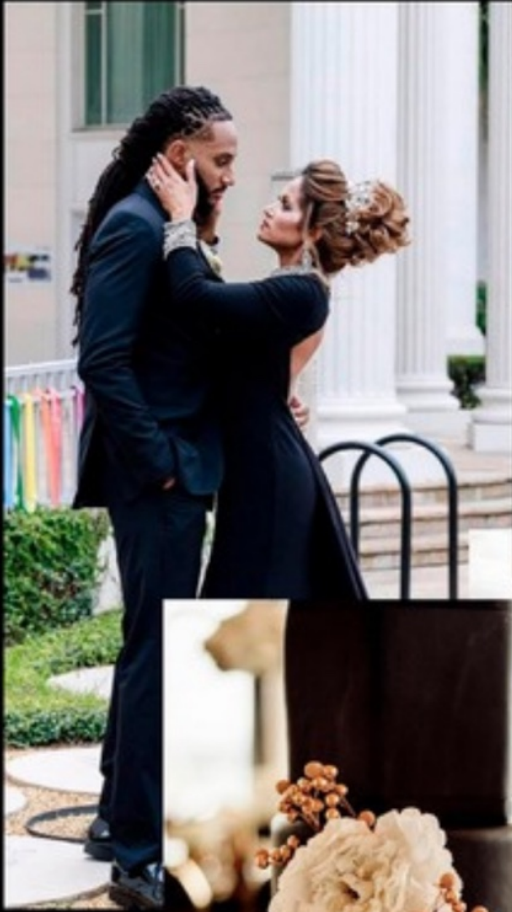
## JEWELRY

**16** You'll need jewelry to complete your bridal look. If you can't afford it, why not borrow some jewelry from a loved one?

## HONEYMOON EXPENSES

**18** Usually the groom will cover this, but there can be hidden costs such as passports, flight tickets, spending money, etc.

*Thank you for trusting us with your big day!*



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STUDIO DESIGNS