# Event Planning Proposal

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| Marlene Fitzgibbons Event Coordinator Parties Galore 13356 Main St. Lemington, WA 92345 |  | Jolene Williams 2356 Trafalgar CT Lemington, WA 92345 |

Dear Ms. Williams,

Congratulations on your engagement to David. Getting married is a momentous occasion, and having the best possible wedding to celebrate your union will make the event that much more memorable.

Planning a wedding can be time consuming and frustrating, but I am here to help. I have planned hundreds of weddings in the area, and I know all the best venues, caterers, and more. Additionally, Parties Galore has numerous resources to assist me in finding the best deals and supplies for your wedding. With my help, you will be able to have the wedding of your dreams, while staying within your budget, and not having to feel stressed out in the weeks leading up to your big day.

Once you have accepted my proposal, we will have a meeting to discuss your ideas about your wedding. We will go over themes, venues, dates, size, and other important aspects. Once I know what you want out of the day, I will begin coordinating and securing the places and services necessary for the success of the event. We will have weekly meetings, either in person or over the phone, so that you will remain informed on all aspects of the event. If I ever have any questions, I will always contact you to ensure we remain on target. I am also available to you at any time if you ever need to discuss anything.

## Services Provided

1. Selection and securing of the venue and catering company. We will discuss options together and visit a few places. Once you have decided upon the exact venue and catering options you want, I will handle securing the date and finalizing all details.
2. Cake Services. We will visit a few local bakeries that make the best cakes, and select the one you are comfortable with.
3. Invitations and Guest List. You and your fiancé will need to create your guest list, along with addresses. I will offer assistance in deciding the size of the wedding and who to invite, if you need it. Once you have finalized your guest list, I will take care of the invitations and RSVPs.
4. Photography, Entertainment, Dresses and Tuxes, and Other Details: I will handle securing all outside hires needed for your wedding, including photographer, entertainment, any permits, decoration, and more. I will also offer assistance for finding your dress, bridesmaid dresses, and tuxes.

## Cost of Services

My fee is 20% of the entire cost of your event.

Congratulations again on your engagement. I look forward to working with you on creating your dream wedding.

Thank you,

Marlene Fitzgibbons

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