

Project # 2

Business of Weddings

By: Stephanie Pritchard

The initial meeting with a potential bride with Blissful Happenings Inc. would be:

- A brunch
- A hotel lobby
- Local Coffee shops

A Blissful Happenings Inc. Employee would take a potential client to any of these areas and pay for their order. Bringing our Blissful Happenings information such as packages, contact information, etc.

Blissful Happenings Bio:

Blissful Happenings Inc. was created in late 2013 by certified event planner Stephanie Pritchard. Blissful Happenings Inc. is a full service, complete event planning company geared towards full customer satisfaction. Stephanie Pritchard started her company with the desire of wanting to specialize in making every customers dream event a reality. Blissful Happenings Inc. was designed and created to be an affordable, stress free event planning company all while keeping the valued customer in mind. To learn more about Blissful Happenings Inc., please visit BlissfulHappenings.com or feel free to contact her personally at Stephaniepritchard@BlissfulHappening.com or Cell Phone: 832-247-2203

Mission Statement

Blissful Happenings Incorporated's mission is to build, plan, and design the ultimate event of every clients' dream in a fun, positive and cost effective manner. We at Blissful Happenings Inc. pride ourselves on client satisfaction and the ability to bring enjoyment back into your party.

Biography

Stephanie Pritchard is a 22-year-old who was born and raised in Tomball, TX. She is currently not married and has two daughters; a pit-bull named Lexi and a ferret name Roxxi.

Stephanie Pritchard graduated from Tomball High School in 2009. Taking a few years off after graduation she concentrated on her job at Sonic Drive In with the goal of saving money to enroll in the wedding and event planner certification program at Lone star North Harris College. She earned her wedding and event planner certification in 2013.

In her spare time, Stephanie loves playing with her pets, fishing with her boyfriend, and watching Sunday football. She spends most of her time at the family farm in Brenham, TX beekeeping!



Services Offered by Blissful Happenings

Day of package

\$1,200

- Attending, overseeing and directing the wedding ceremony and reception (up to 10 hours)
- Helping wedding party get in place to walk down the aisle. Make sure flowers are held correctly, timing is perfect, wedding dress trains are straight, etc.
- Wedding emergency kit
- Make sure wedding ceremony areas are set- up as planned
- Receiving deliveries and greeting vendors
- Make sure all vendors receive final payments, as needed
- Make sure transportation is running on time
- Preventing and fixing problems that may arise during your event while helping you maintain a cool composure
- Coordinating the collection of gifts received at wedding to be delivered to the pre-arranged location
- Supervision of venue set up. Ensure that all table numbers, place cards, programs, wedding favors are correctly placed nicely
- Having the marriage license information in order
- Work with DJ to establish timing for Grand Entrance, First Dance, Cake Cutting, Bouquet and Garter Toss.

Half and Half

\$2,000

- Everything from day of package
- Unlimited phone availability during business hours (9:00am- 8:00 pm)
- One visit to venue site both ceremony and reception to go over set up.
- Prepare itineraries to be provided to vendors
- Researching and booking your selected vendors and venues
- Customized day of itinerary
- Etiquette guidance
- Assistance with tracking RSVP'S and who will be attending

Full Wedding Package

\$3,500

- Initial consultation with Bride and Groom (2hours max)
- Assist with site tour selection and booking wedding ceremony and reception venues
- Assist with wedding invitations, save-the-date, etc.
- Prepare a wedding schedule/timeline and checklist
- Wedding ceremony planning
- Unlimited email availability
- Reserve and book rooms for hotel guests
- Help with honeymoon planning
- Coordinate and direct wedding rehearsal and dinner rehearsal
- Manage your guest list
- Supervision of loading gifts into the vehicle
- Final consultation with vendor month before wedding
- Assist with site design such as color scheme, theme, and style of wedding
- Helping schedule and attend meetings in each category
 - Caterer
 - Florist
 - Baker
 - Photographer/Videographer
 - Dress shopping
 - Rental facilities
- Contact and confirm delivery, setup, payment, and expectation with all vendors
- Free Mani-Pedi from Blissful Happenings

Winter:



Spring:



Summer:



Fall:



Wedding party checklist

Maid of Honor _____

Bridesmaids' _____

Best man _____

Groomsmen _____

Head Usher _____

Ushers _____

Mother of Bride _____

Father of Bride _____

Mother of Groom _____

Father of Groom _____

Maid of Honor Checklist

- Helps the bride select bridesmaid's attire
- Helps address invitations and place cards
- Attends as many prenuptial events as possible
- Organizes bridesmaid's gifts to the bride. Usually gives an individual gift to couple
- Makes sure that all the bridesmaid's, the flower girl, and the ring bearer are at fittings, the rehearsal, and is included at the rehearsal dinner
- Walks in processional and recessional
- Holds the groom's wedding ring
- Helps with bride's gown
- Arranges the bride's veil and train before the processional and recessional
- Makes sure the bride's gown is "picture perfect" throughout the day
- Holds the bride's bouquet during the ceremony
- Witnesses the signing of the marriage certificate
- Stands in the receiving line
- Keeps the bride on schedule
- Helps the bride change into her going away clothes
- Takes care of the brides gown and accessories after the reception
- Pays for own wedding attire and transportation to the wedding

Bridesmaid's Checklist

- Assist the Maid of Honor as requested
- Attend as many prenuptial events as possible
- Possibly host or co-host a party or shower (optional)
- Contribute to bridesmaids' gift to bride. Usually gives an individual gift to the couple
- As expected to attend rehearsal and are included at the rehearsal dinner
- Arrive at dressing site promptly
- Walk in processional and recessional
- Possibly participate in receiving line
- Dance with ushers and single male guests
- Help gather guests for the first dance, cake cutting, and bouquet toss
- Participate in bouquet, if single
- Look after the couple's elderly relatives or friends

- Pays for own wedding attire and transportation to the wedding

Best Man's Checklist

- Organizes a pre-wedding party for the groom
- Coordinates the ushers' gift to the groom. Usually gives an individual gift to the couple
- Is expected to attend the rehearsal and is included in the rehearsal dinner
- Gets the groom dressed and to the ceremony on time
- Makes sure the groom's wedding related expenses are prepared (Officiant fee, tips, etc.)
- Makes sure the groom has the marriage license on him
- Delivers any payment to Officiant, sexton, and ceremony musician(s), as prearranged
- Enters the sanctuary with the groom
- Takes care of and holds the bride's wedding ring
- Makes sure all ushers are properly attired and in place on time
- Walks In the recessional
- Witnesses the signing of the marriage certificate
- Drives the bride and groom at reception
- Dances with the bride, maid of honor, mothers, and single female guests
- Helps the groom get ready for the honeymoon
- Gathers up and takes care of the groom's wedding clothes after he changes
- Has a car ready for the bride and groom to leave the reception or perhaps drives them to their next destination

Groomsmen and Ushers' Checklist

- Participate in party for the groom, if there is one
- Contribute to the ushers' gift to the groom. Usually gives an individual gift to the couple
- Expected to attend the rehearsal and the rehearsal dinner
- Review any special situations with the head usher before the ceremony begins
- Greets guests as they arrive
- Seat the eldest women first if a group of guest arrive simultaneously
- Ask guests whether they are to be seated on the bride's side or the groom's side
- Offer their right arm to female guests (with the guest's escort walking behind) or ask couples to follow behind (leading couple to their seat)
- Hand each guest a program when they are seated
- Put the aisle runner in place after guests are seated per tradition such as special guests, grandmothers of the bride and groom, and bride's mother last
- Remove pew ribbons, one row at a time, after the ceremony
- Close windows and check pews for programs or articles left behind after the ceremony
- Are prepared to direct guests to the reception site (having extra maps available, if used)

- Dance with bridesmaids and other guests at the reception
- Look after elderly relatives or friends
- Participate in garter ceremony, if there is one, and encourage other single men to participate
- Coordinate return of rented apparel with head usher or best man
- Pay for own wedding attire and transportation to the wedding

Head Usher's Checklist

- Expected to attend the rehearsal and is included at the rehearsal dinner
- Receives any lists of guest who are seated in a specific pew and is aware of the importance and sequence of seating special guests, such as the mothers and grandmothers of the bride and groom
- Makes sure that programs, if used, are handed to guests when they are seated
- Makes sure that people who are designated to receive special flowers or corsages do, if the flowers have not been delivered to the recipients beforehand
- Checks that all ushers are dressed properly and wearing their boutonnieres on the left side, stem down
- Makes sure that the ushers know how to usher: how to greet guests, how to offer an arm to a single woman guest, and how to precede a couple to their seats
- Helps gather the wedding party for photographs either before or after the ceremony and ensures that transportation arrangements have been made for all members of the wedding party to and from the ceremony
- Completes entire Groomsmen and Ushers Checklist, as needed

Mother of the Bride's Checklist

- Hosts an engagement party(the bride's family traditionally gets the first opportunity)
- Helps couple to decide on sites or assists in making other big planning decisions
- Usually contributes to the wedding budget
- Assists the bride in putting together the family's guest list
- Offers suggestions for special family or ethnic ceremony traditions
- May help bride to shop for wedding gown and accessories
- Chooses own wedding day outfit (may consult with mother of groom about formality)
- Along with the maid of honor and bridesmaids, may plan and host bridal shower
- On wedding day help bride to get ready
- May accompany daughter and husband to ceremony
- Walk in recessional with husband following wedding party
- Greet guests in receiving line

- May be announced along with husband
- Sits in an honored place at parent's table
- May assist with coordinating vendors
- May host a post-wedding brunch

Father of the Bride's Checklist

- Hosts an engagement party (the bride's family traditionally gets the first opportunity)
- Helps couple to decide on sites or assists in make other big planning decisions
- Usually contributes to the wedding budget
- May select hotel for out of town guests and reserve a block of reduced rate rooms
- Rents own formalwear (work with couple to coordinate with wedding party)
- Helps pick up out-of-town guests from airport. May also arrange transportation to and from the wedding
- Typically travels to ceremony with the bride
- Walks daughter down the aisle
- Gives the bride away during the ceremony
- Escorts the mother of the bride out following the wedding party
- Greets guest in the receiving line
- May be announced with wife at reception
- May make a welcoming speech
- Sits in an honored place at the parent's table
- Toasts the newlyweds after the best man makes his speech and the groom responds
- Dances with the bride
- May take care of vendor balances at the end of the reception

Mother of the Groom's Checklist

- Contacts the mother of the bride if the families are not acquainted (or plans a celebration if you have met)
- Attends (first) engagement party if the bride's family hosts one
- Along with husband, may host an additional engagement party for the groom's side of the family
- Usually contributes to wedding budget
- May help couple decide on sites and/or make other big planning decisions
- Helps group to put together family's guest list
- Offers suggestions for special family or ethnic ceremony traditions
- May help bride shop for her wedding gown

- Chooses own wedding day outfit(may consult with mother of the bride about formality)
- Along with husband, plans and hosts the rehearsal dinner
- Escorted out following the wedding party and the bride's parents
- Greets guests in the receiving line
- May be announced with husband the reception
- Sits in an honored place at the parent's table
- Does mother-son dance with groom
- Attends post wedding brunch (if held)

Father of the Groom's Checklist

- Attends (first) engagement party, if the bride's family hosts one
- Along with wife, may host an add an additional engagement party for groom's side of the family
- Along with wife, may contribute to the wedding budget
- May help couple decide on sites and/or make other big planning decisions
- Rents own formalwear(after talking with couple to coordinate with wedding party); attends fittings as needed
- Along with wife, plans rehearsal dinner
- May travel to ceremony with the groom and best man
- May escort wife to hear sear right before the mother of the bride is seated
- Escorts mother of the groom out after wedding party and bride's parents
- Greets guests in the receiving line
- May be announced with wife
- May make a welcoming speech
- Sits at an honored place at the parent's table
- May toast the newlyweds
- May settle final bills with wedding vendors
- Attends or hosts post-wedding brunch

Marriage License Requirements

Texas Marriage Laws and Texas Marriage License Requirements Valid US ID. Texas requires one form of identification as well as a SSN. The only valid IDs accepted are a driver's license, United States passport, a certified copy of your birth certificate, a U.S. military ID card, and social security number.

Residency-Neither the bride nor the groom has to be a resident of Texas. This makes Texas a popular destination for either eloping or a destination wedding.

Waiting Period-Yes, there is a waiting period in Texas, so make sure you factor this into your plans. The waiting period is 3 days or 72 hours. The only time the waiting period can be waived is for active military personnel.

Length Marriage License is Valid-Once you have received a marriage license from the state of Texas it is only valid for 30 days. Also, the license can only be used within the State of Texas.

Medical and Other Tests-The state of Texas does not require a medical exam or a blood test.

Age Requirements-The minimum age to apply for a marriage license is 14. Persons between the age of 14 and 17 must have written parental consent or permission via court order. The parental consent must be given on an official document, and signed in front of a county clerk. After the age of 17 there are no stipulations for marrying in the state of Texas.

Marriages by Proxy-Yes proxy marriages are allowed in Texas. Anyone one of legal age may apply in the stead of a prospective bride or groom who cannot appear before the county clerk. You will need to contact the county clerk's office to obtain the correct forms for your proxy marriage. Texas does allow prison inmates to marry. Again there is a special form for prisoners who wish to have a proxy marriage. **Previously Married**-The only stipulation for remarrying is in the case of a divorce. In Texas there is a 30 day waiting period for getting remarried. Under certain circumstance the 30 day period can be waived.

Fees and Taxes- Fees range from \$31 through \$41. As with most states cash is generally required in order to purchase a marriage license.

Marrying a Cousin- Marrying a cousin is not allowed in Texas.

Common Law- There is a provision for a common law or informal marriages.

Same Sex Marriages- Same sex marriage is not allowed in the state of Texas.

Wedding Officiants- Texas provides for a wide range of officiants. You will need to plan ahead to make sure there is an officiant available who provides fulfills any religious requirements you have. In general any member of the clergy can officiate a wedding. Judges, magistrates or justices of the peace can officiate your wedding.

Obtaining a Copy of Marriage Certificate- You must contact the Bureau of Vital Statistics to receive a copy of your Texas marriage certificate.

Premarital Counseling-Texas does not require pre-marital counseling but it is officially encouraged by the state.

Bridal Client Profile Data Sheet

I would like to employ the services of Blissful Happenings For:

- Planning and designing my wedding.
- Directing the “Day Of” my wedding at _____
- Other _____

Please sign here for the day of service agreement:

Bride’s name:

Budget of wedding:

Wedding date:

City of wedding:

Street address/PO Box:

City:

State:

Zip:

Phone:

Email:

Number of guests:

Indoor:

Outdoor:

Specific Requests:

Consulting & Service Agreement

Blissful Happenings Inc.

Stephanie Pritchard

832-247-2203

Steph19913@yahoo.com

Today's Date: _____

Date of Wedding: _____

Client Name: _____

This consulting and service agreement is entered into as of the date set-forth above by and between Blissful Happenings Inc., (Company) and _____ (Client) for the purposes of providing to Client wedding consulting and management services in accordance with the terms and conditions as described herein.

SUMMARY OF SERVICES: Blissful Happenings will provide professional contracting and management of Client approved or selected vendors and research services and venues for Client's wedding.

The Company may also hire or contract other wedding services professionals as needed. The Company will obtain competitive quotes for Client requested services, items and venue and will gain Client approval prior to contracting vendors or providers.

PAYMENT TERMS:

A 45% deposit shall be paid upon signature of this agreement and is non-refundable. This amount will be deducted from the final balance.

The final balance is due no later than 7 days before day of wedding.

CANCELLATION/TERMINATION:

In the event Client's wedding is cancelled or services are terminated for any reason the deposit is non-refundable. Any additional services that have been contracted or paid will be the responsibility of Client.

If cancellation or termination is within 30 days of the wedding date Client is responsible for 100% of the fees described herein. If cancellation or termination is within 120 days of the wedding date Client is responsible for 60% of fees described herein.

ADDITIONAL SERVICES:

Any services required in excess of those agreed on in this contract will be charged to Client at an hourly rate of \$35/ hour. Day-of Wedding Overtime –If services on the day of your wedding exceed the hours of wedding day coverage as defined herein, Client will be responsible for an overtime fee of \$50.00/ hour. Blissful Happenings is not responsible for break-down or clean-up after the ceremony and or reception. Company manager will stay 30 minutes after the bride and groom exit the reception to assure all vendors are aware of their duties for clean-up.

TRAVEL: Local wedding packages include travel of up to 20 miles outside of Headquarters of company (Spring, Texas). Additional mileage charge can be up to \$1.00 per mile. Locations outside of a 60-mile range are subject to be considered a "destination wedding" and are subject to additional travel fees and hotel accommodations. Travel applies for each trip taken by the Company to your location outside of 20 miles. **LIMITATION OF LIABILITY:** In the event of an act of nature or other uncontrollable circumstances cause a vendor to be unable to provide the agreed-to service, Client will not hold Company liable. Any

cancellation or breach of contract which requires the adjudication of this contract shall conclude in the prevailing party receiving all reasonable attorney fees.

Lost and stolen items—Company shall not be responsible for lost, stolen or damaged accessories, gifts or bridal party or guest's belongings. In addition, all rentals, including florist's property or additional vendors' property are the sole responsibility of each individual vendor. Vendor referrals—Blissful Happenings shall not be responsible for contracting with any vendors providing services for your wedding. The company will not be held liable for any errors, acts or omissions on their part. All post wedding issues and services will be done solely by the Client and is not a part of the wedding coordination package.

SERVICES AND TIMING:

A preliminary wedding day timeline will be constructed at our final detailing meeting 4 to 5 weeks prior to the wedding day. The timeline will be sent to the venue and all vendors 1 week prior to the wedding day. The Company has the right to change your day-of coordinator up to two months in advance, or sooner in the event of uncontrollable circumstances. Every "day-of" coordinator will be hired through Blissful Happenings. Although, The Company will do everything possible to not make any changes and will talk in detail with The Client before doing so. The list of services checked have been agreed upon between Company and Client and any additional services required will be added and billed upon Client's request and approval.

_____ (Initial) I give Blissful Happenings permission to submit my wedding information and professional photos for publication to be featured as a "real wedding" (online blogs, wedding magazines, etc.) This information can include photos taken by your photographer, wedding date, location, vendors used, description of theme, etc.

_____ (Initial) I give Blissful Happenings permission to post images taken at my wedding on their website of social media pages.

_____ (Initial) I give Blissful Happenings permission to have potential clients contact me as a reference.

Blissful Happenings Inc. agrees to inform you before the potential client is to contact you and will ask your preference of how they are to contact you (phone or email). Client agrees to pay Blissful Happenings the total sum of \$_____ for wedding planning services as described in the letter of

agreement. A 50% deposit payment of \$_____ shall be paid upon execution of this agreement and remaining balance is due 1 week prior to the event. The 50% deposit will be collected to hold your date and is non-refundable and non-transferable.

_____	_____	_____
Client (print name)	Client (signature)	Date

_____	_____	_____
Client (print name)	Client (signature)	Date

Stephanie Pritchard _____
Wedding Planner (print)

Wedding Planner (signature)

Date

Bride's contact info

Name: _____

Mailing address:

Phone number: _____

Email: _____