



**PRIDE IN PLANNING** LLC  
WE TAKE PRIDE IN PLANNING YOUR EVENT

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## FREQUENTLY ASKED QUESTIONS

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We are so excited to be a part of your event!  
It can get a little overwhelming so we've gone ahead and answered some questions you may have. If you have any further questions please do not hesitate to reach out!



## ABOUT US

### **Is this your full-time job?**

*Pride In Planning is not my full-time job as I am an active member of the Army National Guard. Although I do wear multiple hats, I am very committed to each of my couples and have always made their needs a priority.*

### **How long have you been doing this?**

*I have been planning events for over 17 years but formally started Pride In Planning in 2017 when I wanted to share my expertise with the world.*

### **How many weddings have you done?**

*Believe it or not, I didn't start out planning weddings nor did I want to! Since launching in 2017, Pride In Planning has planned, coordinated, or decorated more than 100 weddings.*

### **Are you certified or licensed?**

*Pride In Planning is fully licensed in Virginia. PNP is insured for both general liability and professional liability. PNP holds a SWaM certification for the state of Virginia as well. I also hold a certification from QC Event School as an International Wedding and Event Planner (IWEP), accredited event designer from IWED, and food and alcohol handler.*

### **How many team members do you have?**

*PNP has a total of 8 team members and 1 virtual assistant.*

### **Will I work with other members of your team?**

*For the most part, I will be your point of contact but it is possible that someone from my team may connect with you on my behalf.*

### **How many people from your team will be at my wedding?**

*It all depends upon the package you select and your guest count. There will always be two members present on your wedding day. It will be me, Keshia, and one of my assistants unless your guest count exceeds 150 then we will add an additional assistant for every 50 guests. There is an additional fee for the added assistants.*

### **What do you wear on my wedding day?**

*I dress professionally and formally for each event. The team will always be dressed in full black attire unless requested otherwise. I sometimes like to add a special pop of color to coordinate with your wedding colors.*

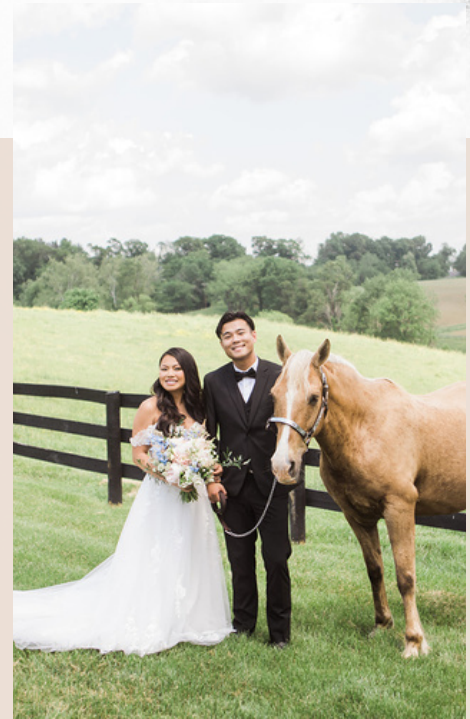
### **Do you have a certificate of insurance?**

*Yes, we are insured up to \$1M per occurrence. Both general and liability insurance.*

### **Where can I find photos of your work?**

*My work can be found on my [website](#), [The Knot](#), [Wedding Wire](#), [Instagram](#), [Google Business](#), and [Facebook](#).*





**Do you offer a discount?**

*I do offer a 5% military discount for active members and veterans. Due to our comparable package rates, we do not offer further discounts on our packages*

**Do you offer a discount for referrals?**

*We do not offer referral discounts at this time, however, we do offer a 5% discount for repeat customers.*

**How much is the deposit?**

*For coordination packages, the non-refundable deposit is \$450. For planning packages, the non-refundable deposit is 20% of the total. The deposit is due at the time of signing the contract to secure your wedding date.*

**Do you offer payment plans?**

*Yes, I do! There will be an initial payment for the retainer and then the remaining balance will be due 30 days prior to your wedding date. If you choose either The Platinum, The Diamond Package, The Emerald Package, or The Opal Package the remaining balance will be broken down into four payments. The payments will be made over the course of the months leading up to your wedding day with the final payment due 30 days prior to your wedding date.*

**Why are your prices listed as "starting at"?**

*My prices are customized based on your needs. After our initial consultation, I will be able to provide you with an accurate price in a proposal.*

**Why is the retainer (deposit) nonrefundable?**

*The retainer secures your date and includes a preliminary administration setup of your client portal/onboarding. The retainer is credited to your final balance.*

**What is your cancellation policy?**

Our cancellation policy varies based upon the package in which you select.

Coordination Packages - No refunds will be given upon cancellation

Planning Packages - No refunds will be given after 90 days of booking



**I signed a proposal, why do I have to sign a contract?**

*The proposal is the first step in securing your date with us. Upon signing the proposal, you are agreeing to the proposed services and price. The contract is in place to protect both parties. The contract is a legally binding document stating that we will be providing a service in the future and you as a client are agreeing to these terms for that service.*

**Do you offer virtual planning?**

*Yes! Given the current times and the traffic in the DMV area, most of our planning will take place virtually.*

**Will I be able to see a full design on paper?**

*Yes, we do create a visual design board for you in our design services. We offer three revisions of this design board. Although I can not create your physical design prior to your wedding date, you will see a visual representation of our inspiration.*

**What systems do you use?**

*We use two primary systems that you will be interacting with. The first is Timeline Genius to create your customized schedule for your wedding day events. The second is Aisle Planner, to keep track of vendors, design, payments, and more.*

**Do you have a listing of inventory?**

*Yes, we are happy to provide you with an inventory brochure. Here you can see the item, the amount, and the price.*

**Can I view your inventory in person?**

*Yes, we can schedule a time in advance to see the inventory at our location in Woodbridge, VA.*

**What is the buy-back rental program?**

*We are always looking to add new inventory to satisfy our client's needs. If there is are specific items needed to complete your design we will purchase those items to add to our inventory. After a quote approval, we will purchase those items and you can rent them from us at 50% of the purchase price plus a 10% service charge and 6% sales tax. The items remain property of Pride In Planning, LLC following your event.*

**Do you have a preferred vendor list?**

*We believe each event is unique and as such your team of vendors might also need to be unique. We do have a selection of great, tried and tested people who we work with regularly and can recommend.*



*Ashley Paige Photography*



## SERVICES

### **Do you travel?**

*Yes, I do travel! We will include complimentary travel for a 40-mile one-way radius from the 22193 area. Anything additional is \$1.00 per mile and will require a lodging fee. To ensure the safety of your team, a lodging fee may also be required depending upon the distance and the end of your event.*

### **Do you provide decorations?**

*Yes, I do have an extensive decor closet. Please see our decor inventory brochure for more information. .*

### **Do you make payments for me?**

*No, I do not make payments for you. With The Diamond Package, I do give you reminders for when all your payments are due to your vendors*

### **My final walkthrough is 30 days before my wedding and I only hired you for the day of services, will you be at my walkthrough?**

*Typically, yes but this is a conversation we will have during the contracting process to ensure all factors are considered.*

### **Will you be at my rehearsal?**

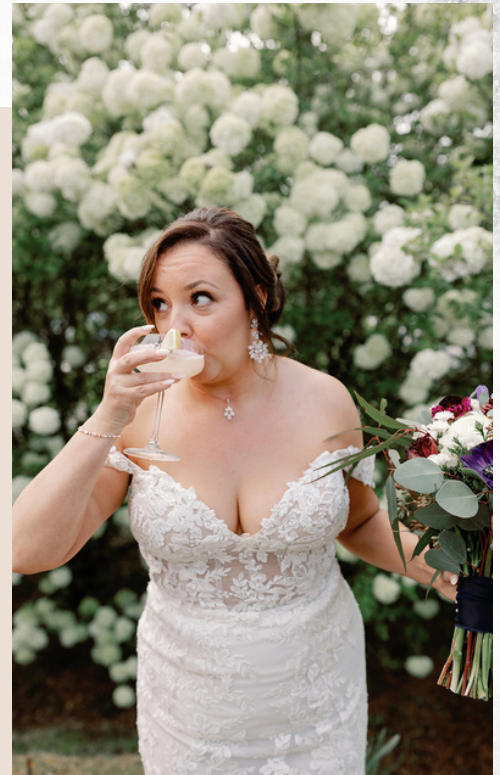
*Yes, all my packages include rehearsal coordination.*

### **Who is in charge of my rehearsal?**

*As your planner or coordinator, I will be responsible for conducting the rehearsal.*

### **Do you coordinate the rehearsal dinner, engagement party, bridal shower, or other events leading up to the wedding day?**

*I do plan all types of events including other wedding celebrations for an additional fee.*





## STAY CONNECTED

### Where can I leave you a review?

*You can leave us a review at the following sites:*

[Facebook](#)

[Google Business](#)

[Thumbtack](#)

[Bark](#)

[Wedding Wire](#)

[The Knot](#)

[Eventective](#)

### Do you have social media?

*Yes, you can follow us on Facebook and Instagram.*



[@prideinplanningllc](#)



[@pnplanningllc](#)

### What is the best way to reach you?

*You can reach me either by phone or by email.*

*Phone: (540) 680-3184*

*Email: [info@pnplanning.com](mailto:info@pnplanning.com)*

### Can I text you?

*Yes, you may but we do prefer email. We will always respect your time and we do ask that you do the same for us. We ask that you refrain from texting between the hours of 9 pm - 8 am. Thank you!*

