



*Getting Married?*

Would you like your  
**WEDDING DAY**  
coordinated for free?

The wedding planner school requires engaged couples from across the UK (especially in the South East) who would like either [free consultations](#) or [free wedding coordination](#) to help our trainee wedding and event planners get some hands-on work experience.

In return you get any or all of the following:

[Free consultation](#) – At any stage of your planning, you will benefit from an in depth discussion with a wedding planner about how the day will run, what still needs to be organised, inspiration for designs, budgeting before you begin and any other things that you would like to know about.

[Free wedding coordination](#) - Peace of mind on your wedding day that all the little things will be taken care of, your schedule will run to plan and any problems will be sorted promptly. The wedding planners will be as visible as invisible as you wish and are able to help out in any way apart from the following due to insurance limitations:

- Cooking or preparing food
- Serving food and drinks
- Childminding
- Driving guests or clients around
- Anything that involves lifting weights of more than 10kgs unless the load can be shared
- Any other activities that the trainee deems to be unsafe or beyond their physical capabilities

The trainees will be given guidance and instruction before the wedding and a tutor is at the end of the phone during their work should they have any questions. Please note that in some cases, especially with weddings over 120 guests, candidates may work in pairs. You are not obliged to pay the trainees while on work experience placements, although we recommend that you offer to make a contribution towards their travel expenses and you are welcome to present gratuities (tips or gifts) if you wish. Trainees are insured under our employer's liability insurance, however we recommend that all brides obtain wedding insurance for their own protection whether they are having a coordinator or not.

To book your free wedding coordinator we do require a refundable deposit of £95. This is because in the past, our planners and admin staff have conducted a lot of work for brides only for one or two brides to disappear or cancel their weddings without a trace leaving the students unfulfilled and our staff's precious time wasted, not to mention wasted insurance fees. Once the placement is completed you will be fully refunded. However if you pull out of the arrangement for any reason (other than the planner engaging in gross misconduct) you will lose your money. We cannot guarantee that there will be a student available in your area on your required dates, but we will try our best for every bride. All we ask is that you write a testimony for your coordinator if they do a good job and that you send a copy to The Wedding Planner School.

If you feel you could benefit from some help from the most enthusiastic and devoted wedding planners in the country, please return the following form to the school office.

You should keep this information sheet for your reference.

# The Wedding Planner School

Booking form to receive FREE wedding planning services

## Essential Information

Bride Name	Groom name
Tel	Correspondence Address
Mobile(s)	
Email(s)	
Date and time of wedding	Name & location of wedding ceremony
Estimated number of guests Daytime                      Evening	Name of reception venue & location

You should provide any additional relevant information on the back of this form

### **Additional Information (please only answer those that apply):**

How many meetings would you like to have with the planner?

Where will these meetings most likely take place (we recommend at least one meeting to be held at the venue)?

Will the planner need use of a car to help with pre-planning or on the day coordination or both?

What jobs would you like the planner to help with in the pre-planning?? Researching and booking venue, researching suppliers for flowers, catering, suits, table decoration etc.

Have you already decided on theme, colours, décor etc. If so, what are they??

Will food be provided on the day for the planner??

From what times on the day of the wedding will you require the planner?



## Booking Agreement

I wish to book the following services for free: (please tick)

- A wedding planning consultation
- Wedding day coordination

I sign below to show that I understand and agree to the following:

- That the free co-ordination package entitles me to receive assistance on my wedding day from 3 hours before the ceremony until the end of the speeches. Extra hours may be booked if required at a fee of £25 per hour payable to the *Wedding Planner School*.
- I agree to provide full and clear instructions regarding my expectations of the wedding planners during a meeting which will take place no more than 6 weeks before the wedding. I will provide accessible and adequate resources in order that the coordinators can carry out my instructions.
- That I am not obliged to follow any of the suggestions made by the student (or supervisor) in the free consultation, however if I choose to do so it is at my own request and liability.
- The Wedding Planner School cannot be held responsible for the failure of any suppliers to attend or perform. They are not liable for any payments to suppliers. The Wedding Planner School does not accept any responsibility for loss, injury or damage suffered as a result of the placement.
- Any changes I make to this booking will be in writing.
- Any pictures taken by the co-ordinators may be used in promotional material and the copyright will remain with the person who took the photograph, in line with standard copyright law.
- Occasionally students may work in pairs
- I am willing to pay £95 as a deposit for these services. I have enclosed a cheque for £95 or have already telephoned the school office to pay my deposit. The money will be refunded in full to me on completion of the placement.

Signed on behalf of the wedding party.....

Name.....

Date.....

Send this form to: WPS, 29 Newfoundland Way, Portishead, BS20 7FP.  
School Office Tel: 0131 208 4177; email: [admin@theweddingplannerschool.org.uk](mailto:admin@theweddingplannerschool.org.uk)