

A couple in wedding attire standing in a white-themed event space. The groom is on the left, wearing a white tuxedo jacket with a black shawl collar and a black bow tie. The bride is on the right, wearing a white off-the-shoulder wedding dress with a full skirt and a veil. They are surrounded by white decorative elements and warm lighting.

ACTUALITÉ EVENT & DESIGN

Wedding Proposal

Established in 2016
The first trademark was in 2017.
Incorporated in Florida, United States.

THE YEAR 2023



Initial proposal

FROM

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Chief Operating Officer

PREPARED FOR

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Welcome



We have eight years' experience coordinating weddings and providing memorable, stress-free events. Should you decide to contract with us, we will make sure that you are able to take part in all the fun decisions regarding your wedding without having to worry about the often-stressful particulars. From the moment you become our client, we look out for your best interests, from contracting out for better prices to making sure every last detail comes together when it is supposed to.

We want to make sure your day is everything you imagined and more. We are experts at creatively combining all the aspects of a wedding to make sure it reflects your unique wishes and your personality. Our goal is to create a wedding that could only be uniquely yours



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About Us



Actualité Event Planning & Design is a full-service event management company based in South Florida. Our team of excellent professionals specializes in taking your event from concept to production. We've worked with some of the local South Florida clients thus far to create amazing experiences in both large and small locations. With our passion for all things beautiful, we accommodate a wide range of services from design to execution of an entire event.

We specialize in customized and themed events to elevate your event and the most stunning and luxurious decoration you have ever seen. We believe that any successful celebration begins with great vision and detailed planning. Actualité Event Planning & Design strives to create a unique, fun, and chic custom package that reflects your personal style and needs.

OVERVIEW

We want to make sure your day is everything you imagined and more. We are experts at creatively combining all the aspects of a wedding to make sure it reflects your unique wishes and your personality.

Our goal is to create a wedding that could only be uniquely yours. We have references on file that we would be glad to provide for you. We would welcome you to come to our storefront office to view portfolios and to talk more about your wedding.

Attached is a list of common services we coordinate, but we can plan and coordinate any custom wedding that you can dream of. Please give us a call if you have any questions.

Introduction

Congratulations on your engagement! Thank you for contacting us about the possibility of Planning your upcoming wedding. We would be thrilled to be a part of your special day.

We want to make sure your day is everything you imagined and more. We are experts at creatively combining all the aspects of a wedding to make sure it reflects your unique wishes and your personality. Our goal is to create a wedding that could only be uniquely yours. We welcome you to come to our storefront office to view portfolios and to talk more about your wedding. To follow is a list of common services we coordinate, but we can plan and coordinate any custom wedding that you can dream of. Please give us a call if you have any questions.



Timeline

Following is a basic schedule that must be followed for each wedding. Specific dates and times will be set at our initial planning meeting. To ensure availability of key personnel and preferred locations, it's ideal to begin the planning process six months before the wedding.

Note that these are only the major milestones in the planning process. The complexity of your wedding may require many phone calls and minor appointments that do not appear on this list.



PHASE 01
Initial Meeting



INITIAL MEETING

At this meeting we will determine the date and appropriate venue for your wedding, as well as making many other decisions. We will draw up a contract delineating your choices

VENUE & VENDOR SELECTION

In order for dresses to be constructed or fitted and reservations made for men's tuxedos and other items, all items of clothing for the wedding party must be selected at this time.

MEETING WITH CATER & FLORIST

At this meeting we will select food, cakes, and flowers for the wedding. The caterer and florist may provide samples and photos for your consideration.

INSPECTION

It's important to see the site where you will be married, and to approve the arrangements of seats, tables, stages, decorations and so forth. You'll also confer with the photographer/videographer about the locations and types of photos or videos to be taken.

PHASE 02
venue & Vendor Selection



PHASE 03
Cater & Florist



PHASE 04
INSPECTION



What You Can Expect

As a full-service all-inclusive wedding planning organization. We strive to make wedding planning fun and stress-free, and to make your wedding day the happy celebration that you envisioned.

Package Price Starts at \$5,500

PERSONAL WEDDING PLANNER

"You will be assigned one wedding planner to help you create the wedding of your dreams. This person will provide all the choices and suggestions you could possibly need, and will then execute your instructions down to the last detail. We are here for you.

CONTACTS & CONTRACTS

We will handle reserving your wedding venue and booking and paying the caterer, photographer, minister, musicians, restaurants, florists, and any other contractors. You will be apprised of the total bill for each of your selections along the way

SCHEDULING & SETUP

"We will schedule all the required parties for each meeting, and we will make sure that each venue is set up and decorated according to your wishes. Everything will be in order when you arrive.

CLEANUP

We will do everything required to restore the wedding venue to its original condition. We will return any rentals such as furniture, dinnerware, and even clothing rentals.

NO SURPRISES

We promise to keep you apprised of any changes and adjustments that must be made along the way. Our goal is to give you what you want and expect, with no surprise substitutions for your selections or additions to your final bill.



What we handle



LOCATION

“Whether you choose to get married in a church, at a hall, or outdoors, we can coordinate everything to work smoothly. From writing contracts and service agreements to making sure the location is prepared beforehand and cleaned after, we take care of all the details.



CEREMONY

“We have experience coordinating many different types of ceremonies, from traditional to modern to eclectic. We feel that your ceremony should be a reflection of you, and we go to great lengths to make sure this event is more than what you expected. We help create unique ceremonies and coordinate between the minister, musicians, and your wedding party.



FLOWERS

There are three florists we typically contract with to provide you a better price and beautiful fresh flowers. We have never been disappointed in their work, and we have portfolios of many of their arrangements. We can work with you to order standard packages or custom arrangements of your choice.



MUSIC

We offer to help find musicians, whether you want a soloist, a string quartet, or a rock band. We help from beginning to end, from choosing music to writing contracts to coordinating rehearsals. If you are unsure what choice to make, we have sample performance tracks from many of the musicians we have worked with in the past.



CATERING

Contracting with a caterer, planning a menu, and getting final tallies can be a very time consuming and stressful job for you. Let us take care of it. We can help plan a menu that meets your budget.



CAKE

We have an extensive portfolio of wedding cakes that you can choose from, or we can help you create a custom design. From the flavor of the cake to the decoration on top, we can help you choose a cake that reflects your personality.

What we handle



PHOTOGRAPHY

We have four local photographers who we typically contract with. We have portfolios of their work, and we can help you choose which photographer would best meet your particular needs. We work with the photographers to create a list of the people you want in the pictures to the particular events you want preserved.



VIDEOGRAPHY

There are two local videographers we contract with. Each does a fabulous job of taping the wedding and the reception. Both offer packages for custom editing and creation of DVDs. We have samples of their work for you to preview.



DRESS SELECTION

There are two local videographers we contract with. Each does a fabulous job of taping the wedding and the reception. Both offer packages for custom editing and creation of DVDs. We have samples of their work for you to preview.



TRANSPORTATION

We can arrange for sky-diving drops, hot air balloons, dogsleds or sleighs in wintertime, and so forth—your travel method is limited only by your imagination. We're here to make your wildest dreams come true!



SECURITY

When you need to keep the paparazzi away, we will contract with security personnel to make sure that only your guests enjoy your celebration. See the Security page for more information.

Service Agreement



As a full service wedding planner company, we can create or coordinate a flawless wedding so that you can enjoy the process without stress. policies pertaining to our wedding planning services are outlined below.

Please note that the following policy statements will be included in your final contract with us.

HEADCOUNT

During your wedding planning process, you will be offered a wide variety of catering options from which to select, and you will be quoted a price per guest. For events with meals, catering and bartending services, use of rented furniture, decorations and place settings, we will require a minimum price that will not be determined by attendance.

OFFER EXPIRATION

Prices quoted by your wedding planner are guaranteed for thirty days from the date of the quote, and are not guaranteed until included in the contract.

GOALS

- ✓ We works with you to plan your dream wedding and reception.
- ✓ We takes care of all the arrangements from sending out the invitations to booking the location and ordering the cake and flower arrangements.
- ✓ We makes sure all elements are in place at the appointed times. All you have to do is say "I do!"

CANCELLATION

If you choose to cancel your reservations with us within 180 days of your scheduled event, we will refund 100% of your money. If you cancel within 90 days of your scheduled event, we will refund 50% of your money. If you cancel within 30 days of your scheduled event, we will refund 20%. We cannot offer refunds for cancellations in less than 30 days of your event.

PAYMENT

We require a 30% deposit at the time you contract with us. We will bill you for the remainder of the total cost 30 days before your scheduled event. This remainder is due upon receipt and must be paid in full before the event.

We look forward to working with you.



Thank you!



ACTUALITÉ EVENT & DESIGN

Bringing Your Innovation Into Reality

Thank you for taking the time to review the project proposal in detail and discuss our vision with you. To follow up, we've included a contact sheet for you to use in the event you require more information or clarification. Please do not hesitate to reach out.