



# FAIRY GODMOTHER

A WEDDING AND EVENT PLANNING COMPANY

■ WELCOME *Guide*



We Are So Glad You are Here

**"Welcome to the Fairy Godmother Family"**

We are so happy you choose Fairy Godmother to  
be with you

on your wedding planning journey.

It is an honor to play a small role in your big day.

Our couples mean the world to us and we can't  
wait to get started!

This document will outline our planning process, it will  
give you a little insight into our design philosophy and  
process.

Magically,

*Your Fairy Godmother*



## ■ MEET COLLEEN

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Congratulation on your recent engagement! I would like to take the opportunity to personally thank you for trusting Fairy Godmother with your very special day. As many of our brides will tell you, becoming a Fairy Godmother client was one of the best wedding day investments they could have made! As the Found and owner of Fairy Godmother, I strive to ensure that we provide the highest level of service possible.

Our mission statement reads

"We bring a fairytale feeling to everything we do"

Fairy Godmother is a professional meticulous, and imaginative wedding and event company, aimed

at offering impeccable customer service and a magical overall experience.

We are collaborative partners with our clients, their families, and our wedding pros.

Please know that as a valued client, your input is of great value. There are no magic words required — if you have any concerns, questions, or comments, I welcome them.

Thank you once again for your business. Your Fairy Godmother will take excellent care of you. We look forward to making all of your wedding day dreams come true!

Magically,

(661) 808-7816

# ■ GIVING BACK

"It is not how much we give, but how much love we put into giving"

Mother Teresa

## Fairy Godmother Foundation

Your wedding will be one of the most important days of your life. At Fairy Godmother we believe in the power of LOVE. I started on my bucket list with my sister on our annual road trip to Oregon. On that list, I put "Give Back to the Community" I came up with an idea to give a wedding away to a deserving couple!

## About The Fairy Godmother Foundation

The Foundation was formed to provide a free wedding for a deserving couple facing life-altering circumstances or a terminal illness. We seek couples who have delayed their wedding because tragic circumstances redirected wedding funds to pay for medications, treatment, and other costs associated with a serious illness or sustained injury. There is little to no cost for the couple. Our couple is carefully selected by a community board.

Every August we put on a Murder Mystery Fundraiser, which helps us to raise funds for our wedding giveaway.

You can join us in making a difference, we are always looking for volunteers to help with our Foundation Wedding, donations for our silent auction, and volunteers for our Murder Mystery event.

<https://www.fairygodmotherfoundation.org>





Fairy Godmother  
FOUNDATION

HELPING COUPLES IN NEED WITH THEIR WEDDING DAY WISHES





## FREQUENTLY ASKED *Questions*

### **If I am struggling with a portion of my wedding, a wedding vendor, or a family member in regards to the wedding may I reach out to you?**

Our Full Planning package gives you full access to us. Our Wedding Day Management and Partial Planning package also give you access to us on a more limited basis. But please if there is an issue always feel you can come to us.

### **If I have purchased the Wedding Day Management package, may I change my mind and upgrade to a Full or Partial Planning package?**

Absolutely, you can always move up in packages! We would be happy to work closely with you by doing Full or Partial Planning.

### **Are you willing to step in as our advocate, conveying our visions and desires to wedding professionals when we can't?**

Yes, you will find when you hire Fairy Godmother, we become your fierce protectors. We also have a very strong relationship with the wedding professionals in the industry.

### **Does my package include a set-up team?**

Our premium wedding day management and our full planning package include a set-up team.

### **What happens if you're sick or otherwise unable to be there on the day of our wedding?**

Fairy Godmother is the largest wedding planning company in the Central Valley. We have an entire team that can step in if needed. We also have all of our weddings on our Client Management program HoneyBook and our timelines on Timeline Genius. Each system we use is "cloud" based meaning our team can step in, pull up your documents, and take care of you and your wedding if there was an emergency.

### **Do you carry personal liability and professional indemnity insurance?**

Yes, we carry a one-million-dollar insurance policy. We can also name a venue as the insured should they require this.

### **Should I tip my Wedding Professionals?**

If you feel that the service you received from one or more of your wedding professionals was





extraordinary an additional 10 percent tip is a nice gesture, Or, you might send a thank—you gift such as flowers or a print from your photographer showing the vendor in action at your wedding.

### **Should I copy you on emails that I send to my Wedding Professionals?**

Absolutely, we would actually prefer it. The more communication we receive the better.

### **Can I call the rental company directly and make changes to the invoice?**

We ask that you work directly with us when it comes to your rental invoice. We need to be aware of rental updates.

### **Should I send you a copy of all of my wedding professionals' contracts?**

Yes, we prefer to have all of your contacts so that we can review them, we will keep them and have them with us the day of the wedding should there be any issues, etc.

### **Can I reach you by text?**

We do not use text as a form of communication. We use text for a quick question or a quick message but we would prefer not to communicate through text.

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

We prefer to use HoneyBook Email for all of our communication. You are always welcome to set up a call with us. It is best to do this in advance. We have a crazy schedule and we always want to set time aside for you.

### **Can we set up a call after 5:00 PM?**

Yes, we are happy from time to time to have conference calls at 5:30 or 6:00.

### **Can I email after hours?**

Absolutely, however, in most cases, you will not hear back from us until the next business day.

### **What days are you closed?**

We are closed on Sundays, this is the one day we keep to be with our families, Saturdays we may be hard to reach due to events.

A black and white photograph of a couple in wedding attire standing in the foreground, looking up at a massive display of fireworks exploding in the night sky. The couple is seen from behind, with the bride in a white dress and the groom in a white shirt and dark pants. The fireworks are bright and numerous, filling the upper half of the frame.

# FULL *Planning* ONLY

Plan—Design—Execute

**Below you will find a short version of our planning process.**

- Sign FG Contract and Place the deposit
- Fill in the first questionnaire to begin your Detail Doc
- We will work on your budget doc and set up a time to review it with you
- Recommend and help to secure your Venue
- Refer and help you to secure your Photographer, Cinematographer, and DJ
- Refer and help you to secure your Officiant, Make-up, and Hair team
- Begin on your invitations

**Design** (about 7 months from your wedding date)

- Update and organize your Pinterest Board
- Fill out the design questionnaire
- We will present via Google Meets your Design Deck within a week of answering your design questionnaire
- After your Design Deck call, we will make necessary updates and re-send to you for approval.
- Sign the Design agreement. The agreement is where you are approving the design concept.
- We will add a shopping list to your budget doc. We will include links to where to buy your décor items. Our shopping lists are very detailed.
- Within 2 weeks of you approving your Design Deck we will set up an appointment with the Rental Company and the Florist.
- We will set up a tasting with your Bakery and Catering company.





## Honey Book

We use Honeybook for all invoicing, Questionnaires, Fairy Godmother contracts, etc.



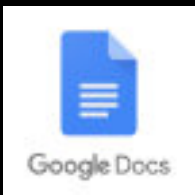
## Timeline Genius

We use Timeline Genius to create a seamless wedding day schedule. You will have access to your timeline once your Event producer has completed it.



## Google Meet

We use Google Meet for virtual meetings and video conferences. It allows us to connect and collaborate with clients and team members remotely, providing a convenient and efficient way to discuss important details and make progress on your projects.



## Google Docs

We use google docs to store and upload your e documents for online access from any computer.

Life with love is *Magical!*