Month 3- Details & Design Meeting

Scheduling

* Schedule 3-4 Months from Wedding Date
* Schedule for 1.5 hours

To Prepare

* Review BEO
* Review Proposal
* Review Timeline
* Bring Processional Form (if ceremony is on site)
* Bring Details Sheet
* Bring Napkin Colors

During Meeting

* Review and confirm all Current Information with Client
* Walk through all Details Sheet questions
* Answer bride/groom questions
* Go over basic floor plan and confirm
* Create a timeline

Following up

It is helpful to follow up with an email including:

* all of the information you owe the bride (answers to questions you weren’t able to answer)
* list all items/information you still need from the bride as well
* attach sample meal chart and sample floor plan

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