



WEDDING PLANNING SCOPE STATEMENT



July 15, 2011

Wedding Scope Description:

Wedding Activities will Include:

- Bachelor and bachelorette parties
- Bridal Shower
- Bridesmaid luncheon
- Rehearsal dinner
- Wedding ceremony
- Wedding reception
- Morning after brunch
- Honeymoon

Scope for Above Activities:

- Arranging and attending bachelor and bachelorette parties
- Arranging and attending bridal shower
- Designing and printing all stationary
- Selecting style of wedding and choosing/making decorations
- Choosing and managing vendors for ceremony & reception
- Choosing fashion/apparel
- Planning honeymoon
- Creating gift registries



Wedding Planning Deliverables:

- Budget
- Receive money from contributors
- Guest list
- Bridesmaid luncheon
- Bachelorette party venue and date
- Bachelor party venue and date
- Bridal shower venue and date
- Ceremony and reception site
- Wedding date
- Save the date announcements
- Wedding gown
- Caterers
- Ceremony officiant
- Bridal party
- Wedding decor and theme
- Flowers
- Music
- Invitations
- Hair and makeup
- Photographer
- Registry
- Bridesmaids dresses
- Groomsmen outfits
- Groom attire
- Engagement photos
- Honeymoon airfare
- Honeymoon accommodations
- Dance lessons
- Cake
- Hotel room block
- Rehearsal dinner food
- Rehearsal dinner venue
- Wedding website
- Wedding night hotel room
- Marriage contract
- Accesories
- Justin's wedding band
- Wedding favors
- Reception song list
- Reception bar
- Wedding day schedule and transportation
- Ceremony programs and reception menus
- Vows
- Wedding announcement in newspaper
- Gifts for wedding party
- Thank you notes
- Guest book
- Reception seating plan
- Escort cards
- Name change
- Plan fun things for when we get back from honeymoon



Wedding Acceptance Criteria:

Deliverables coming from vendors must meet the quality, budget, and requirements highlighted in the signed vendor contract.

Deliverables produced by family and friends are very much appreciated and will most likely be beautiful and perfect. However, Laurel and Justin reserve the right not to use them (j/k).



Wedding Exclusions:

- Will not hire a wedding planner
- Will not have an engagement party
- Will not invite anyone and everyone we know
- Will not require bridesmaids and groomsmen to spend an exorbitant amount of money on their attire
- Will not put items we don't need on our gift registry
- Will not hire a videographer
- Will not spend money on a limo to wedding if we don't have enough left in our budget
- Will not wait until after the ceremony to take photos
- Will not have a live band
- Will not have the ceremony in a place of worship
- Will not have appetizers at reception if it exceeds our catering budget
- Will not have a seated dinner at reception if it exceeds our catering budget
- Will not save top tier of cake for one year anniversary (I heard it doesn't taste good)
- Will not have Jordan Almonds at the reception
- Will not play the "Macarena" or "Electric Slide" at the reception (sorry, got enough of that the year of my Bat Mitzvah)



Wedding Constraints:

- Wedding is 10 months and 12 days from today
- Limited budget
- Venue holds 175 people



Wedding Assumptions:

- We will be able to find vendors who can accommodate our budget and are available on the date of our wedding
- My Uncle will be able (legally) to marry us
- All important family members and friends will be able to attend
- Money provided by parents for budget will be available when needed



produced by a very pmp® wedding