



PLAN - STYLE - DESIGN

## **Covid Wedding Resource Guide**

An organized guide outlining the multiple scenarios so that if you unfortunately do have to change your plans you are thoroughly prepared.

**Client Name:**

**Current Wedding date:**

**Plan A: Continue as planned, no changes**

**Plan B:**

**Plan C:**

**Plan D:**

**Plan E:**

# Getting Started - Gathering Info

Based on the below scenarios we advise that you review your current contracts and to review the below information and scenarios. If it is not stated in their contract you can add those questions to the draft email below. We know personally that the event industry has been hit very hard these past few months and ask that you inquire with understanding, flexibility and clarity. We have drafted an email that can be sent to all your vendors to gather information about their policies and procedures not listed in their contract in accordance with this pandemic.

## Draft Email Number 1 - Checking in with Vendors

*“Hello , We hope you have been well and are staying healthy, safe, and sane during this uncertain time. We are reaching out to be proactive about our (Month/Day/Year) wedding. We are not sure if there will be any restrictions that may affect our current plans but are wanting to check with your policies and availability for multiple scenarios of smaller events, postponement, or cancellation.*

*(if applicable) Our planner, (State planner and company) is cc'd on this email so please reply all with availability or any questions.”*

*Thank you in advance,*

\*\*\*Depending on what scenario is most ideal for you, include any additional or follow-up questions to get specific on certain questions.

The next 4 pages will list out the multiple scenarios of how your wedding plans can look if affected by this pandemic. Please review and list out each scenario on PAGE ONE in the order of how you want to ideally proceed if your dates effected. Below each scenario are protocols and actions that will need to take place. As well as questions to ask yourself and vendors to determine when following that scenario. You should also determine your decision date, this is the deadline date for calling this plan into action.

# Scenario 1

**We do not want to have a smaller guest list and want to postpone to a new date during a time that allows our current plans to continue.**

Deadline date:

Protocol:

1. Determine availability and procedures with the venue(s). Be open to Friday or Sunday dates. Determine ideal months for future date.
2. Reach out to vendors for their availability and procedures.
3. Check contracts to see if there are additional fees. What does postponing look like based on booked vendor contracts. Are you able to get your deposit back if they are unavailable for your new date?
4. You may lose a deposit if a vendor is unavailable. Are you okay with that?
5. You will need to hire new vendors or book new hotels if your old vendor is unavailable.
6. Reach out to family and bridal party to confirm the new date.
7. Sign new or amended contracts for the new date.
8. Inform guests with new save the dates and update your wedding website.

## Draft Email Number 2 - Plan B

*“Hello , We hope you have been well and staying safe during this time. We are reaching out to let you know that we have decided to postpone our wedding on (Month/Day/Year) due to the uncertainty surrounding Covid-19 and safety of our guests. We are currently still determining a new date but should know by soon. We are looking at (insert months or time of the year that is ideal) and are open to Fridays and Sundays. Please let us know your availability for that time period. (if applicable) Our planner, (State planner and company) is cc'd on this email so please reply all with availability or any questions. Thank you for your understanding.”*

# Scenario 2

**We are willing to have a small ceremony at our chosen church, venue or new venue/private residence with a smaller guest count and will have a larger event at a postponed date..**

Deadline date:

Protocol:

1. Determine availability and procedures with the venue(s). Be open to Friday or Sunday dates. Determine ideal months for future date.
2. Check your venue(s) contract(s).
3. Will your church/venue allow you to continue with just a ceremony.
4. Are there additional fees from the venues and vendors doing both the small event and the postponed larger event?
5. Can you postpone your venue for a reception at a later time?
6. Is your deposit refundable?
7. You may lose a deposit if a vendor is unavailable. Are you okay with that?
8. You will need to hire new vendors or book new hotels if your old vendor is unavailable.
9. Reach out to family and bridal party to confirm the new date.
10. Do you want to offer a live video of the ceremony? If so, do you have to hire a vendor or will a family member set it up?
11. Sign new or amended contracts for the new date and new services (if applicable).
12. Inform guests with new save the dates and update your wedding website.

## Draft Email Number 3 - Scenario 2

*“Hello , We hope you have been well and staying safe during this time. We are reaching out to let you know that we have decided to move forward with a small ceremony on our original date but want to postpone our larger reception due to the uncertainty surrounding Covid-19 and safety of our guests. We are currently still determining a new date but should know soon. We are looking at (insert months or time of the year that is ideal) and are open to Fridays and Sundays. Please let us know your availability for that time period and how to move forward with payment for the smaller event. Our planner, (State planner and company) is cc'd on this email so please reply all with availability or any questions.”*

# Scenario 3

**We are willing to have our event at our chosen church, venue or a new venue/private residence with a smaller guest count (<50,<100). We do not desire to reschedule a larger event at this time.**

Deadline date:

Protocol:

1. Check your venue(s) contract(s). Will your church/venue allow you to continue with just a ceremony and a small reception?
2. Determine what your venue(s) are offering in terms of safety for you and guests. Ceremony and Reception layouts designs for 50 and 100 guests, limitations on how many guests can stand in line at the bar, bathroom cleanings, wearing masks and gloves, sanitizing stations, etc
3. Reach out to your venue and vendors and confirm what their policies are for cancelling vs. smaller gathering or a shorter time frame.
4. Is your deposit refundable?
5. Would you be willing to lose your deposit?
6. Determine your guest list for 10, 50, or 100 people.
7. Do you want to offer a live video of the ceremony? If so, do you have to hire a vendor or will a family member set it up?
8. Weigh the options of monies lost or not

## Draft Email Numbers 4/5 - Scenario 4

*“We hope you have been well and staying safe during this time. We are reaching out to let you know that we have decided to move forward with a small ceremony on our original date but are not postponing our larger reception due to the uncertainty surrounding Covid-19 and safety of our guests. Please send over a new or amended contract for the services being rendered for the smaller event.*

*(if applicable) Our planner, (State planner and company) is cc'd on this email so please reply all with availability or any questions.”*

\*\*\*If you don't need a vendor for your smaller event, you will just need to cancel their services.

*“We hope you have been well and staying safe during this time. We are reaching out to let you know that we have decided to move forward with a small ceremony on our original date but are not postponing our larger reception due to the uncertainty surrounding Covid-19 and safety of our guests. We are needing to cancel our services with you.*

*(if applicable) Our planner, (State planner and company) is cc'd on this email so please reply all with availability or any questions. Thank you for your understanding.”*

# Scenario 4

## We want to cancel

**We highly recommend not cancelling since there are so many other options and there is no guarantee that your deposits are refundable.**

Deadline date:

Protocol:

1. Review and check over contracts (hire a lawyer to review if need be)
2. Reach out to your venue and vendors and confirm what their policies are for cancelling vs. postponing.
3. Will you still need to pay the remaining balance or not?
4. Will you get a refund?
5. Weigh your options of deposits/monies lost or not.

## Draft Email Number 6 - Scenario 5

*“We hope you have been well and staying safe during this time. We are reaching out to let you know that we have decided to move forward with cancelling our wedding on (Month/Day/Year) and are not wanting to postpone to a later date due to the uncertainty surrounding Covid-19 and safety of our guests. (Include any specific terms/questions based on the contract) (if applicable) Our planner, (State planner and company) is cc'd on this email so please reply all with availability or any questions. Thank you for your understanding.”*

**Note: This is a general guideline and each wedding is unique and may include additional protocols depending on each individual situation. If you need more help, advice or consulting during this time please reach out at [Info@freshcoastevenstsmke.com](mailto:Info@freshcoastevenstsmke.com)**