

Welcome Guide



Photo By Chinook Photography

JAZMINE ORME EVENT CO.



Welcome

Hello lovelies, Congrats on your engagement!

You're probably overwhelmed with all the wedding information out there, but don't worry - you're not alone. We are seasoned professionals who are here to help you plan for one of the biggest days of your life, so that you have more time with each other, less stress and beautiful memories for years to come.

The information in this guide is meant to help you answer all of the questions you may have about hiring a wedding planner, so you can relax and get excited for your big day.

If you still have questions, don't hesitate to give us a ring or send over an email! We are here for you every step of the way.

E-mail: Jazmine@jormeco.ca

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xxxx

Jazmine

Photos by Paige Mariah Photography



Meet Jazmine

I'm JAZMINE, the owner & principal planner of Jazmine Orme Event Co. I love being able to share in the love of others and I feel blessed to work with such wonderful people each day!

Based in Calgary, AB, I've been planning weddings for three years. There isn't a day that goes by that I don't get excited to plan and design beautiful weddings with clients!

After planning my own wedding, I started offering my services to plan weddings for friends and family members to build up my portfolio. In 2020, I officially started my own business and got certified as a planner through the Wedding Academy. It has been a journey with lots of ups and downs along the way, but I couldn't be more thankful with where I am now. I have a background in men's formalwear, ballroom dancing and floral design which helps me help you!

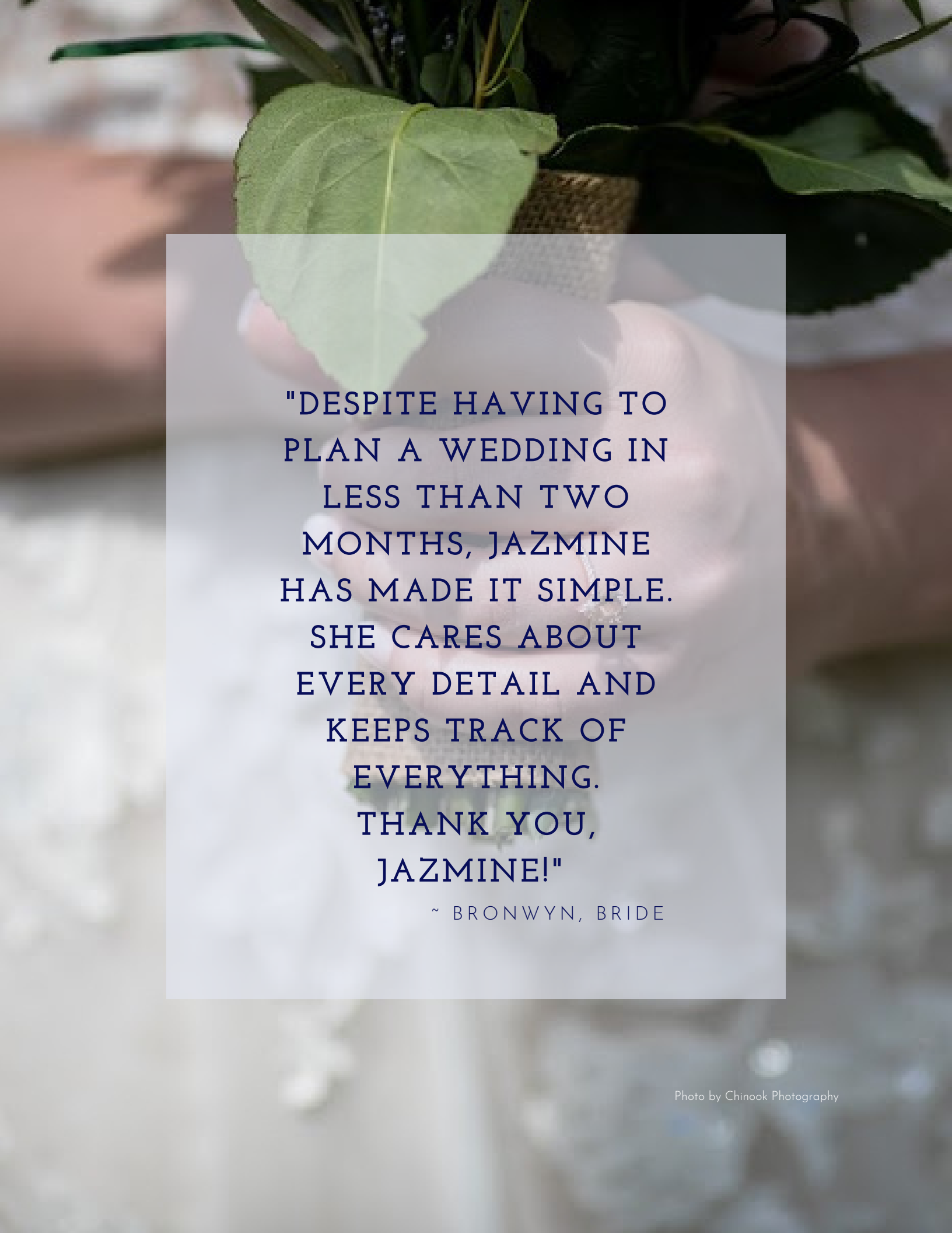
Get comfy as you learn about how we do things!

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"DESPITE HAVING TO
PLAN A WEDDING IN
LESS THAN TWO
MONTHS, JAZMINE
HAS MADE IT SIMPLE.
SHE CARES ABOUT
EVERY DETAIL AND
KEEPS TRACK OF
EVERYTHING.
THANK YOU,
JAZMINE!"

~ BRONWYN, BRIDE

Details

At Jazmine Orme Event Co we believe, that as much as finding the perfect dress and picking the best colour pallet matter, the most important thing to remember when planning your big day is how you want your guests to be treated. With this as your focus any event you plan will be stylish and memorable! We take great care to ensure every element of your day has this focus in mind.

I love planning weddings with couples and learning about each of them! If you are planning a wedding, I'd be more than happy to join you in your planning journey!

Currently we only offer Month-of Coordination

We offer a complimentary consultation before you decide to ensure we are a the right fit!

If you ever have questions or want to put together a custom package, please send us a message!

01.

Month - Of

We jump in and take over the last month of your wedding, ensuring we know all you know, and we contact your vendors on your behalf.

PLANNING A WEDDING IS NO EASY
FEAT. I'M HERE TO ANSWER ANY
QUESTIONS YOU MIGHT HAVE.

Rustic Farm Wedding

Photos by Silver & Sage Photography



Month - of

The following services are intended for those who have already planned their wedding but would like help for the actual day

Pre-Wedding.

- Provide 3 meeting with couple including initial meeting to gather information
- Confirm vendors one week before wedding day
- Develop & manage of wedding day timeline for bridal party & vendors
- Schedule & coordinate with vendors on arrival times, set up details, event logistics & all timeline specifics
- Act as liaison between wedding party & vendors
- Provide 1 venue walk through and consultation
- Provide 2 hours wedding rehearsal coordination

Wedding Day

- Provide 8 hours onsite coordination
- Keep bride & groom emergency kit
- Setup personal décor
- Oversee setup of ceremony & reception locations
- Confirm decoration & details are in place at ceremony & reception
- Check that marriage license & rings are present for ceremony
- Help Bride into Gown (if needed)
- Assist Bride, Groom & Wedding Party
- Ensure day flows smoothly
- Handle any last minute emergencies
- Teardown of personal décor
- Distribute final Payments (if needed)

Elopement in the Mountains

Photos by Paige Mariah Photography



Styled Shoot

You Have Questions

Q: If I talk to you on the phone do I have to hire you?

A: Of course not! We both want to make sure this is the right fit. The best way to know if we will work well together is to have a conversation.

Q: What's different about you?

A: With your personalities and preferences in mind, I help curate a personal event that screams "you"! I am the person you need me to be, whether that is an advocate, advisor, or voice of reason.

Q: Will we be expected to pay upfront?

A: I require 25% upfront, this is to get your wedding date put on our calendar so other couples don't book on the same day.

Q: How many planners will be on site?

A: All of our wedding collections come with a single planner. If deemed necessary, a trusted assistant will be brought on to help.

Q: How many meetings will we have?

A: It all depends on which collection you choose. Our full planning has five planning meetings, month-of has three meetings, and elopement has one meeting.

Q: Do you have a list of preferred vendors to use?

A: Yes! From wedding photographers, to florists, to caterers, etc. we have worked with great companies in the industry & would love to share their information with you! We are also happy to make new friends if you have vendors in mind.

Photo by Chinook Photography



I Have Answers

Q: Can you pay for things on behalf of us?

A: While I understand the convenience of this, I do not sign contracts or pay for anything on behalf of you. I am happy to set everything up, and will simply send you the bill.

Q: Will my photos be posted publicly on your site or social media?

A: I respect your privacy and allow each client to decide whether or not they want their photos displayed publicly. I'd love to show off you & your images, if you're cool with it! If not, that's okay, too.

Q: Do you manage our invitations and RSVPs?

A: Yes, in fact I recommend allowing me to handle this detail if you feel unsure or find you aren't great at keeping tabs on these kinds of things.

Q: Do you create timelines?

A: Absolutely! I write up a detailed timeline of when important things are happening and when vendors should be arriving so everyone knows exactly what is happening and when.

Q: How many weddings do you take on at once?


A: I only take on up to three full wedding clients at a time and up to ten month-of weddings at a time, so my time is yours as much as possible.

Q: What happens if you are unable to attend our wedding?

A: If I am unable to attend your wedding due to an emergency, I will give you the name of a few trusted wedding planners to contact.

Q: How do we reserve our wedding date?

A: A 25% deposit & signed contract are required in order to get your wedding day on our calendar. The remainder will be scheduled out into three payments unless otherwise discussed.



"JAZMINE WAS EXTREMELY
HELPFUL ESPECIALLY
BECAUSE WE HAD TO
CHANGE PLANS DUE TO
COVID. SHE WAS PROMPT
IN FINDING ANSWERS AND
WILLING TO HELP WITH
ANYTHING UNDER THE
SUN! I WOULD NOT HAVE
HAD THE DAY I HAD
WITHOUT HER AND IF YOU
ARE THINKING ABOUT A
GETTING A WEDDING
COORDINATOR SHE IS YOUR
GIRL!"

~ KATILYN, BRIDE

What to Expect

Initial consult

We like to start off with a consultation before you sign with us to make sure we click! We will ask a bunch of questions about you, your fiancé, and any plans you already have to get an idea of what your needs are.

Proposals & Contracts

Once we've had a chat we will write up a proposal and contract personalized to you and what your needs are. There is no pressure for you to sign. We want to be upfront about what you'll be receiving from us and have time to look it all over.

Payments

Once you've signed, a 25% deposit is required in order to secure your date. The remaining 75% of your balance will be scheduled out evenly into three payments, with the final payment due two weeks prior to your event date.

Scheduling

Weddings are typically scheduled 6-12 months in advance. Cancellations and postponements must be communicated via email or phone, at least two weeks prior to your wedding. All deposits are non-refundable.

WE LOOK FORWARD TO
HEARING FROM YOU!

Let's Celebrate You!



Photos by Paige Marian Photography

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*Love
Flourishes
Here*

Photo by Paige Marsh Photography