

# Opal your Heart



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## Booking Information

WWW.OPALYOURHEART.CO.UK

# HELLO, I AM JODIE

Planning your wedding should never feel like you're alone.

I started my career in Weddings working for prestigious venues such as Hackness Grange & Sneaton castle.

I decided I had so much more to give and wanted to take it one step further and work for couples rather than a venue.

I help give you the confidence, tools, contacts and the lead with making your day extra special.



## *I'M OBSESSED WITH*

Creating fairytales!... just call me the fairy godmother of weddings or your bridal bestie.

..... oh and I love hanging with my husband and dogs, a good netflix binge & a complete coffee addict.

[info@opalyourheart.co.uk](mailto:info@opalyourheart.co.uk)



[INSTAGRAM](#)

[www.opalyourheart.co.uk](http://www.opalyourheart.co.uk)



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# MY PROCESS

I believe in keeping your wedding planning journey simple and stress-free. That's why I've implemented a structured approach below to bring your dream wedding to life.

I personalise each approach and pride myself on meticulous attention to detail, which allows me to transform your wedding dreams into reality.



*DISCOVERY*  
CONSULTATION



*FIRST*  
*MEETING*  
*(if needed)*



WE BEGIN



*CHECK*  
*IN/REVIEW*  
*12, 6, 3 & 1*  
*month before*



*FINALISE*



*YOUR*  
*WEDDING*

The above are a basic outline on how I would work for you. These are simple steps to follow but, I understand life sometimes gets in the way. If you need to do things slightly differently then please let me know and we will work something out together.



# PLANNING PACKAGES

## CLASSIC

By choosing the Classic wedding planning package, you'll have the freedom to personalise your wedding while having the peace of mind that you're on the right track.

£1050



## DELUXE

Comprehensive planning to help you find your suppliers and venue. Venue and supplier meetings are included and all tools provided to allow for a coordinator free day.

£2600



## PLATINUM

Comprehensive full-service wedding planning package is designed to take the stress out of your special day, allowing you to focus on what truly matters: celebrating your love.

£3785



## PLANNING PACKAGE INFORMATION

All packages above are exclusive of VAT, this will be added at 20% within a formal quote.

Packages not exactly what you are looking for? Let's go bespoke!

# CLASSIC PACKAGE DETAILS

By choosing the Classic wedding planning package, you'll have the freedom to personalise your wedding while having the peace of mind that you're on the right track.

## What's Included:

- Initial Consultation: A one-on-one meeting to discuss your vision, preferences, and budget.
- Personalised Wedding Planning Checklist: A step-by-step guide tailored to your specific needs and timeline.
- Vendor Recommendations:  
A curated list of trusted vendors in your area.
- Budget Template:  
A user-friendly budget template to help you track your expenses.
- Design Inspiration Board:  
A visual representation of your wedding style and theme.
- Limited Email and Phone Support(up to 3 emails or calls every 6 months):  
Our team of experts is always available to answer your questions.

# DELUXE PACKAGE DETAILS

By choosing the Deluxe wedding planning package, you'll receive comprehensive support to ensure your dream wedding comes to life, without the need for on-site coordination.

## Pre-Wedding Planning:

- Initial Consultation: A one-on-one meeting to discuss your vision, preferences, and budget.
- Vendor research & recommendation
- Venue Scouting
- Budgeting: Assessment of your budget and a guide to stay on track
- Timeline Creation: Developing a comprehensive timeline for all tasks and deadlines
- Design & Decor: Conceptualising and developing a cohesive design scheme
- Personalised wedding Planning work book
- Guestlist management
- Design Inspiration Boards

## Wedding Day Support & Guidance:

- Unlimited calls the morning of your wedding
- Calls with vendors to organise and ensure they are happy the morning of
- Overseeing the creation of a detailed wedding day timeline

# PLATINUM PACKAGE DETAILS

By choosing the Platinum wedding planning package, you'll gain peace of mind knowing that every detail is in expert hands. Let's transform your dream wedding into a reality.

## Pre-Wedding Planning:

- Initial Consultation: A one-on-one meeting to discuss your vision, preferences, and budget.
- Vendor Selection: Curating a list of top-tier vendors, from caterers and photographers to florists and musicians.
- Venue Scouting and negotiation
- Sourcing and selecting decor items and rentals
- Budgeting: Creating a detailed budget and managing expenses to ensure you stay within your financial goals.
- Budget maximisation
- Timeline Creation: Developing a comprehensive timeline for all pre-wedding tasks and the wedding day itself.
- Collaborating with vendors to bring your design vision to life
- Design & Decor: Conceptualising and executing your desired aesthetic, from colour palettes to floral arrangements.
- Personalised wedding Planning work book
- Guestlist management
- Design Inspiration Boards

## Wedding Day Coordination:

- Rehearsal Dinner: Coordinating the logistics and planning the menu for a memorable rehearsal dinner.
- Wedding Day Management: Overseeing every aspect of your wedding day, from setup to tear down. (if in the UK)
- Vendor Coordination: Liaising with all vendors to ensure seamless execution.
- Crisis Management: Handling any unexpected issues or emergencies that may arise.

## Post-Wedding Tasks:

- Follow-Up: Assisting with thank-you card writing and addressing any post-wedding tasks.
- Coordinating with vendors for final payments and returns
- Helping to answer any post - wedding questionnaires.



# COORDINATION PACKAGES

## COORDINATOR (ON THE DAY)

Relax and enjoy your day! Our on-the-day coordination ensures everything runs seamlessly, from supplier management to timeline adherence, so you can focus on celebrating. Up to 100 guests.

£475



## EXTRA COORDINATOR

For any wedding with a guest count over 100.

Can also be added as an optional extra for smaller weddings.

£200



## NIGHT BEFORE

Available from 3pm - 9pm the night before your wedding to attend your venue, assist with set ups, check table plans and perform rehearsals. Finalising all last checks.

£150





# PACKAGE ADD-ONS

My add-ons are the little extras that you may not have thought of before. I do not include them within my packages as they may not be for everyone. Feel free to take a look to see if there are any that you might like.

## *RSVP TRACKING*

£35.00

I create a tracking dashboard for all invites sent out and all invites received back. At this point I would also check if they have noted any allergies or intolerance's that may affect food they have chosen.

## *VENUE & SUPPLIER COMMUNICATION*

£65.00

For any changes or new information that will need to go over to venues and suppliers. Particularly helpful if you haven't the time to keep going back and forth.  
Available upto 4 times

## *MASTER OF CEREMONIES*

£250.00

As a Master of Ceremonies I directly interact with your guests to help build the atmosphere and can professionally announce you into the room as the newlyweds.

## *DRESS/SUIT PICKUP*

£50.00 + £0.40p per mile

If work has added to the stress of trying to piece everything together, I will organise with you a date in which I can pick up your dress or suits and take them to where they need to be.

## *MEETING ATTENDANCE*

£80.00 + £0.40p per mile

If you have chosen a venue that requires a number of meetings with the staff on site I am available for up to an hour and a half to attend with you, and come up with questions list so we have all the information you require.

Available for up to 2 meetings

## *CONTRACT ADVICE*

£35.00

I will go through each of your contracts and invoices to ensure everything is covered and make note on each section that may need to be addressed.

## *GIFTS*

£35.00 +£0.40p per mile

Are you planning on giving gifts to bridesmaids, groomsmen, parents or people that have been extremely helpful? I can pick these up for you and bring with me to your event.

## *GENERAL ORGANISATION*

£50.00

You could be pretty well organised but this service means I can organise table boxes to make it easier for the set up within your venue, great if you are a DIY couple.

## *MILEAGE*

£0.40 per mile

If your venue is over 50 miles away there will be an added charge for mileage.

# BILLING + FINANCE

1

## *DEPOSIT*

A deposit fee of 50% the total balance shall be made payable within time frame specified from Opal your Heart and upon signing a contract with Opal your Heart. This will be followed up with a confirmation of your booking.

2

## *PUBLIC HOLIDAYS*

10% of total booking fee shall be added for UK public holidays.

3

## *RUSH FEES*

If we are within 3 months of your wedding, all fees must be paid upfront.

4

## *PENALTY RATES*

Failure to make payment on the due date, a late payment fee of 5% per month may be charged on the outstanding balance.

## SPECIAL OFFER FOR OCTOBER, NOVEMBER & DECEMBER 2025

On the day wedding coordination

**50% off**

# COMMUNICATION



## *OFFICE HOURS*

Monday ~ Appointment Only  
Tuesday & Thursday ~ 10.30am - 16.00pm  
Wednesday ~ CLOSED  
Friday ~ 10.30am - 15.00pm  
Saturday ~ 11.00am - 14.00pm  
Sunday ~ Appointment Only

*\*Please note office hours are subject to change depending on event bookings\**



## *PREFERRED CONTACT METHOD*

I will always be available via phone, whatsapp or email.  
I would prefer that if you have a lot of information to get across email would make it easier.



## *RESPONSE TIME*

My response time can change throughout the peak of the wedding season. I will get back to you as soon as i am able.

I always try to respond between 24 - 48 hours.



# FAQS

## *WHAT'S THE DIFFERENCE BETWEEN A WEDDING PLANNER & A WEDDING COORDINATOR?*

Planners are involved from the beginning, assisting with everything from budget to supplier selection. Coordinators typically step in closer to the wedding day to manage logistics and ensure everything runs smoothly

## *WHAT SERVICES DO YOU OFFER?*

Our services range from full-service planning, partial planning, to on-the-day coordination. We can assist with vendor selection, budget management, timeline creation, decor design, and more.

## *WHEN SHOULD I BOOK A PLANNER/COORDINATOR?*

For full planning, as soon as you get engaged or have a date. For coordination, ideally 6-12 months before your wedding to allow time for handover and final details.

## *DO YOU WORK WITH ALL TYPES OF WEDDINGS?*

Yes, I work with a diverse range of wedding styles, sizes, and budgets, tailoring our services to your specific needs and vision.

## *CAN YOU HELP US STAY WITHIN OUR BUDGET?*

Absolutely! Budget management is a key part of our service. We'll help you allocate funds effectively and find suppliers that align with your financial plan.

## *DO YOU HAVE PREFERRED SUPPLIERS?*

We have a network of trusted and talented suppliers we've worked with, but we're also happy to work with suppliers you've already chosen or help you find new ones that fit your style and budget.

## *WILL YOU BE PRESENT ON OUR WEDDING DAY?*

Yes, for coordination and a few of our planning packages, we will be on-site on your wedding day to oversee all the details and ensure everything runs according to plan.

## *HOW OFTEN WILL WE COMMUNICATE?*

We always start with an online initial consultation. We'll then establish a communication schedule based on your needs that works for you, email updates, or in-person meetings.

## *WHAT HAPPENS IF THERE IS AN EMERGENCY ON THE WEDDING DAY?*

We are experienced in handling unexpected situations and have contingency plans in place to address any emergencies discreetly and efficiently.

# TESTIMONIALS

## THE THINGS THEY SAY



★★★★★

*JANIS & ROGER*

Huge thanks to you and your team for all your hard work! Our party went brilliantly well and was everything we hoped for and more.



★★★★★

*SOPHIE & HARRY*

From the first meeting with you, you completely put my mind and anxieties at ease and knowing the day was held together by you made such a difference in both Harry and I being able to enjoy our day. Thank you so much you really are our wedding guardian angel.



★★★★★

*HANNAH & THOMAS*

I cannot recommend Jodie enough. I asked for help with coordinating my wedding day as it was a DIY wedding. She went above & beyond everything I imagined and asked for. If you are thinking of hiring a wedding planner or just someone on the day to make sure it runs smoothly, Jodie is your girl.