



404-483-0451

FAQ for Elegant Events by Shenea

Q: Will you commit to my budget?

A: Yes. At Elegant Events by Shenea we make an event elegant on any budget. We understand and are committed to working within the financial boundaries you set. We will also listen to your desires and help you create an event that fits your budget. If there is ever a possibility of an overage due to you requesting something in addition to the terms in our contract, we will discuss the overage and add an addendum to the contract.

Q: Do you accept commissions, kickbacks or professional discounts from any vendors you refer? Who signs the vendor contracts?

A: No. We do not accept them for ourselves... Any and all commissions, kickbacks, or professional discounts we may receive are passed directly on to you. We do not sign contracts on behalf of our clients. You must sign all contracts.

Q: Will you negotiate and read over the vendor contracts for me?

A: Yes. Shenea is an excellent negotiator and prides herself on the remarkable deals she gets her clients. She doesn't mind asking the questions you don't want to ask. She will always read over the vendor contracts before you sign them and point out any areas that may conflict with your best interest. She will also ask vendors to strike or add a clause, if necessary, before the contract is finalized and signed.

Q: Will you create a timeline that tells everyone involved what to do and when to do it? Will you coordinate delivery, arrival, and setup times with vendors?

A: Yes. We provide each person and company involved in your wedding with timelines and schedules appropriate to their specific role. Each vendor involved will know where they need to be and when in order to ensure that your event runs on time and smoothly.

Q: For the day of the event will you be overseeing the entire event by supervising vendors, troubleshooting emergencies, and soothing nerves?

A: Yes...Absolutely. Our job is to allow you to relax and enjoy your day! We will serve as a liaison between you and vendors and handle all the details of making your event day run smoothly.

Q: Do you employ other people to help you plan and execute events? Will you have anyone with you at my event? Is there an extra charge for additional staff?

A: Yes and No. It depends on the complexity and size of the event and will be included in your customized quote after the initial consultation. There will always be adequate staff on hand to make your event a dream come true! No need to worry, Shenea will always be at your event.

Q: Do you charge for an initial meeting?

A: No. All initial consultations are complimentary and last approximately 1 - 2 hours. This is to ensure that you and Elegant Events by Shenea is a perfect match. It is important to work with a planner who is a match for your personality. Your planner will be your new best friend during your planning process.



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Q: Will you set up the personal items on each of the place settings?

A: Yes. Shenea and her staff are perfectionists and are on hand to manage the set up of your event. Shenea holds everyone involved in the set-up accountable and to her meticulous standards. No detail will go untouched.

Q: Do you charge hourly, a flat rate or a percentage of my overall budget? How are the payments structured? When are they due? What is the amount of the initial deposit?

A: We offer hourly rates if you simply want to get our input on one particular aspect, or only need assistance with certain projects or for a specific amount of time. In most cases, we offer flat-rate packages that are customized based on your unique needs. In some cases, we will charge a percentage of the overall event budget. These options are discussed in depth at the initial consultation and the agreed payment method will be outlined in your contract so that there are no surprises. The payment is broken up into three payments, one third of contracted amount is due at contract signing. The second payment is due mid way through the planning timeframe and the last payment is due the day before the event.

Q: Is there a cancellation policy?

A: Yes. Policy will be discussed at initial consultation and will be outlined on the contract.