



GREEN BEE
Sustainable Weddings

SERVICE GUIDE

Wedding Planning
& Coordination

www.GreenBeeWed.com

Instagram: @GreenBeeWed

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WELCOME



Photo: Pham Hoang Kha Photography

Congratulations on your engagement! I am so excited for you and your partner to start this new chapter in your lives.

As an event planner, I planned my own wedding (actually three different times--thanks, pandemic), thinking "how hard can it be--I've put together events several times larger than this." What I didn't account for was being able to enjoy my wedding as a bride, instead of an event planner.

I regret not being able to fully soak in and enjoy the best day of my life, as in-between getting ready I was running around the venue setting up and decorating. Even during the reception, I was torn between being fully in the moment listening to heartwarming toasts and remembering what was coming up next--dinner served at 6:30, sunset pictures at 7:00, cake cutting at 7:15, group photo at 7:30... I was so thankful to have family and friends to help with every little detail, but I wish I could've given them (and myself and husband) the ability to relax and enjoy the weekend of celebrations to the fullest.

That's my promise to you--to make the beginning of the rest of your lives the most unforgettable, fun, and stress-free on the day of your wedding and the months leading up to it. I believe the most important part about hiring a wedding planner is finding someone you vibe with--after all, they're going to be working closely with you for the next several months! Check out more details about our packages and if something sounds good, let's meet up for a coffee and chat.

A handwritten signature in black ink that reads "Kristen Hood".

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Photo: Tara Winstead Photography

WHAT MAKES US UNIQUE

Green Bee is changing the way weddings work. You don't need to sacrifice having a fun, memorable, and for having an ethical, sustainable wedding--while staying in budget. We are thrilled to bring your ideas to life while working together to reduce waste, support local business, and positively impact our community.

GREEN BEE VALUES

These tenets build the foundation of what we do. They guide every decision we make from planning and coordination to marketing and purchasing. Our goal is to leave a lasting impact with every wedding we assist with, from virtually to full planning.



ENVIRONMENTAL & SOCIAL INTEGRITY

Second to you, this is our biggest priority. Your wedding is a celebration of your love and your future together, so let's help make sure that future is a sustainable one.



EXCELLENCE

We pride ourselves in giving our best work 100% of the time and are always looking for ways to improve and innovate.



CELEBRATION

We know that planning a wedding is stressful above all else. We're here to empower you to take on this huge milestone and ultimately have the time of your life celebrating your love.



INCLUSIVITY

We welcome all--regardless of race, sexuality, gender, or ability. We firmly believe that we cannot build a sustainable community together without everyone involved.



BUDGET-FOCUSED

We meet you where you're at and help you prioritize what you want most at your wedding.

MEET KRISTEN



Meet owner and lead planner of Green Bee Weddings, based out of Denver, Colorado. Kristen is passionate, talented, driven, and brings a smile to everything she does. With her background in environmental sociology and education, she is eager to capture your love story in a way that respects our planet and community.

When not doing wedding stuff, Kristen can be found in the mountains on a snowboard, on a hike with her dog Ollie and husband James, or playing video games with friends.

Ollie
➡



QUICK FACTS

Bleeds Orange
Oklahoma
State Alum--
Go Pokes!

Favorite Dessert
Baklava and
ice cream

Free Time
Loves game
nights and
cuddling with our
dog, Ollie

Enjoys being
active
Hiking,
snowboarding,
and going to
the gym

Favorite Food &
Drink
Veggie burgers
and red wine

Favorite Wedding
Moments
The recessional,
toasts and (of
course) dancing!

MONTH-OF COORDINATION

Although commonly called "day-of coordination," we do so much more than just ensuring your big day goes as smoothly as possible. In the month leading up to your wedding, we help with those final vendor decisions, make sure everyone is on the same page, and finish your final touches,. We'll also help with anything you may have forgotten (it happens to the best of us!). Finally, with us serving as the point of contact for your wedding day, that leaves you free to enjoy the celebrations!



SERVICES INCLUDE

- Two planning sessions and unlimited email availability
- Full access to our online planning program
- Custom budget & payment tracker and month-by-month checklist
- Vendor contract review
- Aid music selection and seating & reception diagrams
- Detailed timeline for wedding VIPs and vendors
- Final communications with vendors and wedding VIPs
- Vendor payment distribution
- Coordinate wedding rehearsal the day before or day of.
(up to one hour)
- Setup support (*substantial DIY decor may be subject to additional fees*)
- Up to 8 hours of day-of coordination, serving as the single point of contact for the day
- Oversee execution of all day-of events (ceremony, grand entrance, cake cutting, etc.)
- Our expert emergency kit
- Recycling and composting coordination at all events

Investment Starting At \$1300

FULL SERVICE PLANNING & DESIGN

We're with you every step of the way, from budget creation and vendor management, to coordinating your big day. This is our most hands-on package. Not sure how to make your vision of a dream wedding real while staying in budget? We have all the tools and expertise to make it come to life.

SERVICES INCLUDE

Eight planning sessions and unlimited email availability

Weekly email check-ins

Vendor recommendations, selection, and contract negotiation; serve as contact for all vendors

Custom budget & payment spreadsheet tracker and month-by-month checklist

Wedding website design

Coordination of tastings, site visits, and vendor meetings

Guidance establishing a vision and selecting aesthetic details, including custom mood boards

Assistance with save-the-date, invitation, and signage design and production

Suggest, coordinate, assemble wedding party gifts, welcome bags and favors

Aid music selection and seating & reception diagrams

Assist with lodging and transportation logistics

Detailed timeline for wedding party, family, and vendors

Up to 8 hours of day-of coordination

Recycling and composting coordination at all events

PLUS All month-of services (*listed on page 7*)

Investment Starting At \$3900



VIRTUAL PLANNING

For our couples on a budget, or those who just need a little support from an expert. You'll gain access to all of our custom planning documents, monthly check-ins, and much more! We'll be available to answer questions you might have about planning and provide resources, but you handle all of the planning and coordination. This is a perfect option for DIY couples!

SERVICES INCLUDE

Access to our customized budget and payment spreadsheet tracker

Customized month-by-month planning checklist

Monthly email check-ins

Our personal vendor recommendations

Tips for communicating with vendors, including meeting checklists

Day-of timeline template

Unlimited email consultations

STARTS AT \$500

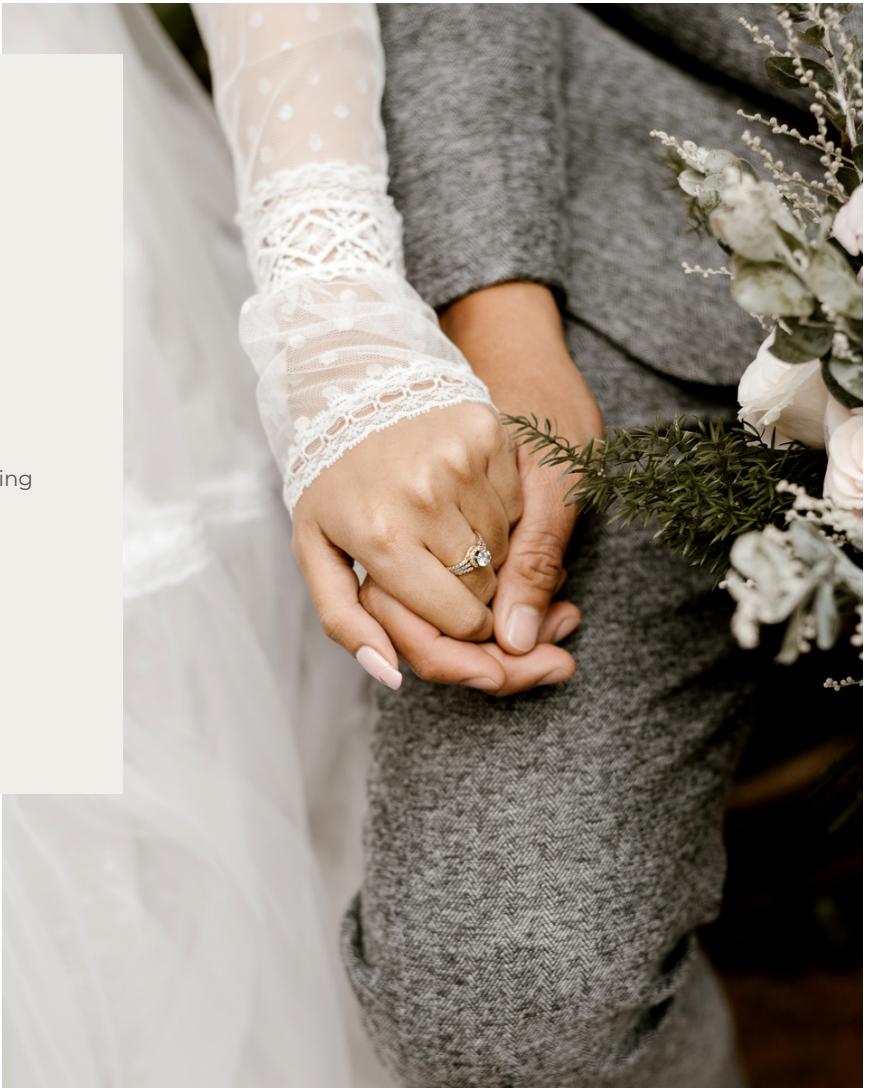


Photo: Trung Nguyen Photography

FREQUENTLY ASKED QUESTIONS



What is the difference between planning and coordinating?

A wedding coordinator will start meeting with you at least a month before your wedding to review contracts, manage vendor logistics, and help tie up any loose ends. They then oversee everything on your wedding day, leaving you to enjoy your celebration.

Wedding planners do everything that a coordinator does, but starts working with you around a year before your wedding date. They coordinate all of your vendors, help you set and stick to your budget, and provide direction and advice on every other aspect of your wedding.

Why should I hire a wedding planner?

From *brides.com*:

1. You have the budget for it.
2. You want the least possible amount of wedding-related stress.
3. You have little/no free time.
4. You have no clue where to start when it comes to planning, and your organizational skills aren't the greatest (and that's okay!).

Why should I hire a wedding coordinator?

From *brides.com*:

1. You want to play an active role in planning your wedding but would like someone to take care of the last-minute details and make sure you haven't missed anything.
2. You're extremely organized and detail-oriented.
3. You don't have the budget for a full-service wedding planner.



NEXT STEPS

MEET & GREET

If it sounds like Green Bee might be the perfect fit for you, let's meet over coffee or virtually! We'll go over the different packages so you can get a feel for what service best fits your needs. We'll also start talking about those exciting details--inspiration, locations, colors, unique elements, etc. I'll be there to answer all of the questions you have about tackling your ideal wedding.

CONTRACT

After deciding on your service package, I'll send over a contract for you both to review and sign. This will outline expectations from both of us, from payments to services and timelines.

DEPOSIT

After signing your contract, a 25% deposit will be due within two weeks. This deposit is non-refundable, but entirely goes towards your final total.

FIRST MEETING *

At our first meeting, we'll cover everything to get you started on your planning journey, wherever you might be. We'll talk about budget, colors, locations, and build some custom mood boards to get a feel for what you're looking for.

*Month-of and Full Service packages only



THANK YOU



Thank you for taking a look at what Green Bee has to offer. Our goal to bring sustainable change to the wedding industry cannot be met without you. Here's to you and your love story!

All the best,

Kristen

For questions and inquiries
please contact:
kristen@greenbeewed.com

For a Look into Our Day-to-Day
and Wedding Highlights,
follow us on Instagram:
[@greenbeewed](https://www.instagram.com/greenbeewed)