



**BRIDE & GROOM NAME**  
**DATE**  
**LOCATION**

THE VOW STUDIO

Vows • Occasions • Wonders

## **ABOUT US**

### **Your Dream Wedding, Crafted with Care**

At *The VOW Studio*, we specialize in making your destination wedding dreams come true. As a leading wedding and events planning agency, we offer a comprehensive solution to ensure that your wedding day is one you'll cherish forever. Understanding that your wedding is one of the most emotional and significant moments in your life, our goal is to create an unforgettable day for you and your loved ones. We focus on crafting personalized experiences that reflect the unique vision and style of the bride and groom.

### **Tailored Planning for a Stress-Free Celebration**

With a team of experienced professionals at *The VOW Studio*, we handle every detail of your wedding to ensure a smooth and stress-free celebration. Our bespoke services are tailored to meet your specific needs, allowing you to enjoy your special day without worry. We are known for our budget-friendly approach, offering high-quality services that align with both your vision and your budget.

### **Creating Lasting Memories**

From the initial planning stages to the final moments of your celebration, *The VOW Studio* is dedicated to crafting an experience that will stay with you and your guests for a lifetime. Let us help you bring your dream wedding to life, with every detail thoughtfully executed to make your special day truly remarkable.

# **SCOPE OF WORK**

## **1. Venue Selection:**

- Our agency gathers detailed information on a wide range of venues that fit your wedding style, size, and theme.
- We consider indoor/outdoor preferences, geographic location, accessibility, and proximity to accommodation or transportation.
- We assess your budget and create a curated list of venue options that provide the best value within your range.
- We take into account seasonal availability and backup options in case of inclement weather (for outdoor venues).
- We schedule appointments with shortlisted venues and coordinate all logistics for the site visits.
- Our team accompanies you to each location to provide professional insight and ask the right questions on your behalf.
- We take notes, photographs, and videos (if needed) to help you compare venues after the visits.
- We evaluate the venue's space in relation to ceremony, reception, parking, accessibility, and vendor setup.
- We thoroughly review the venue contracts to ensure all terms are clear and fair.
- We assess what the venue provides in-house (e.g. tables, chairs, lighting, catering, audio/visual equipment).
- We confirm vendor policies, including if outside vendors are allowed or if there's a preferred vendor list.
- We determine any restrictions, such as noise ordinances or decor limitations.

THE VOW STUDIO

Vows • Occasions • Wonders

## 2. Decor:

- Our team carefully plans the layout of each venue—ceremony, cocktail hour, and reception—to ensure optimal flow, comfort, and aesthetics. This includes seating arrangements, stage and dance floor positioning, and placement of decor elements to make the most of the space.
- We handle all communication and negotiation with decorators and production vendors to secure high-quality services at the best possible value for our clients.
- Personalized signage such as welcome boards, table numbers, menus, and escort cards are designed or sourced to perfectly complement the decor and guide the guest experience.
- We collaborate with the couple to create a personalized theme and cohesive design concept that reflects their story, style, and wedding vision.
- When working with a chosen decorator, we offer creative styling solutions by repurposing existing materials and combining them with fresh elements to align with the overall design, providing both beauty and budget-friendliness.
- Our experienced decor supervision team is present on-site throughout the setup process to ensure that every element is executed exactly as planned—monitoring both quality and quantity in real-time to match vendor commitments, timelines, and the agreed design. With in-depth knowledge of set-based decor and event aesthetics, our team ensures a flawless finish from start to finish.
- We oversee the proper placement and handling of all technical elements, including lighting fixtures, generators, and power backup systems, to ensure seamless functionality and integration with the overall decor. Our team coordinates closely with technical vendors to guarantee safe installation, efficient layout, and uninterrupted operation throughout the event.
- For clients seeking an immersive and fully customized experience, we connect with experienced event designers and production teams to create bespoke decor setups tailored to the wedding theme—from large-scale installations to intricately styled spaces.

THE VOW STUDIO

Vows • Occasions • Wonders

### **3. Hospitality Management:**

- Consolidation and organizing the guest list provided by the client as per our format.
- Personally reaching out to your guests via phone to confirm their RSVPs and record their arrival and departure details, ensuring a seamless experience.
- Share save the date, wardrobe planner, event itineraries and schedules with guests via WhatsApp.
- Coordination of travel arrangements, including flight/train/bus bookings, if required.
- Address dietary restrictions, accessibility needs, or special requests.
- Coordination of medical assistance if required during travel.
- Setting up a welcome desk at the hotel for smooth check-ins, check-outs and providing immediate assistance to the guests.
- In collaboration with the hotel staff, we will efficiently handle luggage tagging and management.
- Placement of welcome hampers, gifts and wedding stationery in the hotel rooms.
- Monitoring and communicating changes in schedules to guests via call/whatsapp.
- A fully equipped first aid kit will be readily available at the wedding help desk to address any minor medical needs promptly and efficiently.

### **4. Entertainment Management:**

- Curating a tailored list of artists for the wedding, sangeet and other functions, selected after understanding the bride and groom's preferences and tastes.
- We will handle all aspects of negotiations and contract finalization with the selected artists and vendors.
- Arranging transportation, accommodation, food and other requirements for artists.
- We will ensure timely follow-ups with the artists on the event day, coordinating their arrival and sound checks to prevent any delays in the scheduled performances.
- Our team of experts will efficiently manage technical aspects such as sound, lighting and visuals, maintaining seamless coordination with the backstage team to ensure flawless execution.

## **5. Food & Beverages Management:**

- Assisting you in selecting and customizing menus for each event, keeping in mind dietary preferences, regional flavors and theme alignment.
- Organizing food tastings with caterers or chefs to finalize the dishes.
- Identifying and recommending trusted catering vendors based on quality and budget.
- Ensuring caterers adhere to schedules for food preparation and service.
- Arranging professional bartenders or mixologists for live experiences.
- Estimating and sourcing alcoholic and non-alcoholic beverages based on guest count.
- Catering to specific dietary needs, including vegan, gluten-free or Jain options.
- Ensuring professional and well-trained serving staff, including waiters, chefs, and bartenders.
- We will assign a dedicated person to monitor plate usage, ensuring accurate counts to minimize wastage and avoid excess consumption.
- Ensuring that catering vendors comply with hygiene and food safety standards.
- We will also ensure proper food arrangements for the staff, including agency people and drivers.

## **6. Logistics Management:**

- Planning and managing transportation schedules for all guests.
- Organizing airport/train station pickups and drop-offs for guests.
- Arranging and scheduling vehicles for guest transfers between venues.
- Providing luxury or customized vehicles for VIPs and family members.
- Managing packing, labeling, and storage of materials.
- Ensuring the safe handling and transportation of fragile or high-value items.
- Ensuring smooth check-ins and luggage handling at accommodations.
- Planning and managing transportation schedules for all guests.
- Ensuring proper arrangements for drivers' meals throughout all days and functions.
- Verifying that all drivers are well-informed about the venue locations to ensure a seamless experience for out-of-town guests, minimizing any potential inconvenience.
- Organizing airport/train station pickups and drop-offs for artists.

## 7. Photo & Videography Management:

- Shortlisting, negotiating, and finalizing photographers and videographers.
- Understanding the couple's vision and preferences (e.g., candid, traditional, cinematic, documentary).
- Coordinating must-have shots, couple portraits, family groupings, and event sequences.
- Ensuring the team has the required cameras, drones, lighting, etc
- Managing the photography team's movement across venues.
- Securing passes, ensuring photographers have priority access to key moments.
- Ensuring proper lighting for indoor/outdoor shoots.
- Overseeing shot execution for ceremonies, couple portraits, family moments.
- Coordinating drone permissions, 360-degree shots, slow-motion clips.
- Arranging fun, interactive photography zones.
- Managing real-time video broadcast for virtual guests.
- Managing timely delivery of cinematic wedding films and digital albums.

## 8. Experiential Ideation:

- We create customized event themes that reflect the essence of the occasion, offering a unique narrative and immersive experience for guests.
- Our approach focuses on stimulating the senses through curated soundscapes, scent design, and tailored food and beverage offerings, creating an all-encompassing atmosphere.
- We integrate fun, interactive games and challenges like scavenger hunts or trivia into events, turning them into exciting, participatory experiences.
- We offer exclusive VIP services for close family and friends, such as private lounges, access to exclusive events, and personal concierge services to make them feel honored throughout the wedding celebration.
- We create custom food and beverage stations, such as DIY cocktail bars, dessert tables, or ethnic cuisine corners, allowing guests to indulge in their favorite treats and engage with the event in fun ways.
- We design personalized wedding favors and keepsakes for guests, whether it's custom-made gifts, handwritten notes, or memorabilia that guests can cherish as a reminder of the couple's special day.
- We plan and coordinate customized bride and groom entries, thoughtfully tailored to reflect their individual style, preferences, and the overall wedding aesthetic.

## **9. Client Servicing (Shadow Servicing):**

- Providing dedicated on-ground support for the couple, their families, and VIP guests.
- A dedicated team of six personnel will be assigned to assist the six key family members- the bride, groom, bride's parents, and groom's parents- ensuring seamless assistance for any last-minute requirements both on and off the venue.
- The team escorts family members to venues to ensure punctuality for key moments.
- They also act as the bridge between the client and vendors to minimize client involvement in operational issues.
- They ensure that the couple has everything they need, from refreshments to wardrobe adjustments.
- This team will also assist in identifying key family members for the photographers, ensuring all important moments and individuals are appropriately captured.

## **10. Vendor Management:**

- Weddings involve a diverse array of vendors, including those for printing, sweets, gifts, housekeeping and more. We ensure seamless coordination and management of all vendors.
- We identify vendors aligned with your preferences and budget by evaluating vendor portfolios, reviews and previous work.
- We analyse vendor agreements to cover deliverables, deadlines and cancellation policies.
- Maintaining a timeline for each function and ensuring vendor punctuality.
- We act as the intermediary between clients and vendors to avoid miscommunication by providing vendors with updates and guidelines on any changes in requirements or timelines.
- Addressing vendor queries and ensuring clear instructions.
- Ensuring vendors adhere to the agreed standards and deliverables.
- Preparing a payment calendar for deposits, installments and final settlements.
- Addressing any disputes, damages or outstanding issues with vendors.
- We recommend trusted local vendors to minimize logistical challenges.
- Arranging alternative vendors in case of emergencies or cancellations.



## 11. Miscellaneous:

- We will also assist you in obtaining the necessary permissions for the various functions and activities associated with your event.
- We help you select and design all wedding-related stationery, ensuring it aligns with your theme, including save-the-dates, programs, and thank-you cards.
- From design to distribution, we assist in creating and managing your wedding invitations, making sure they reflect the style and tone of your event.
- Our team helps design a personalized logo or monogram that can be used across invitations, décor, and wedding favors, adding a unique touch to your celebration.
- We recommend trusted wedding fashion designers to help the bride and groom find the perfect attire, ensuring they look stunning on their big day.
- We help you find thoughtful, customized gifts for your guests, adding a personal touch that shows appreciation for their presence.
- We curate luxurious room hampers for your guests, filled with personalized, themed items to make their stay extra special.
- Our team ensures that the bride and groom's trousseau is packed and organized with care, so everything is ready for the wedding day and beyond.

THE VOW STUDIO

Vows • Occasions • Wonders

## **TEAM STRUCTURE**

- Our team will consist of 12-15 highly skilled professionals, all dressed in company uniforms to maintain a consistent and professional appearance.
- To ensure smooth coordination and communication, each team member will be equipped with walkie-talkies throughout the event.
- The team is made up of experts from various cities, primarily Ahmedabad and Udaipur, bringing diverse experience and specialized knowledge to the event.

## **CONTACT INFORMATION**

**Anchal Jain**

**+91 8209434893**

**+91 9426712406**

**[thevowstudio@gmail.com](mailto:thevowstudio@gmail.com)**

THE VOW STUDIO

Vows • Occasions • Wonders