



Timeless White

WEDDING & CELEBRATION PLANNING

WEDDING SERVICES BROCHURE 2010

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HERITAGE

Heritage

TIMELESS WHITE IS AN EXPRESSION OF TRUE LOVE. Founding owner, Emma Rose Douglas has had a lifelong passion for beautiful and romantic events. By infusing her unending infatuation with beautiful Weddings and her vital industry experience – Timeless White has truly been born of love.

We work according to three charmingly simple principles to help ensure that Timeless White offers the best Wedding planning service and experience we possibly can, these are;



EXCEPTIONAL OR NOT AT ALL. Timeless White will never commit to involvement with your Wedding, if for any reason we feel we cannot offer you a truly exceptional level of service. Treating every Wedding with the care and attention as we would our own, we are dedicated to offering outstanding service levels throughout the entire process of working with our clients and their suppliers.

KNOWLEDGE IS EVERYTHING. Timeless White understand the profound importance of our industry knowledge to our customers, this is why we are continually researching our industry and are actively building lasting relationships with suppliers across the country.

PRICING WITH HONESTY. Timeless White realise the costs associated with hosting a Wedding and this is why we promise a fair price, with no hidden costs. We work hard to offer our clients honest and competitive prices - all of our services are priced on an individual basis to reflect the exact needs of each couple. The prices in this brochure are guideline prices only, based upon the typical needs of our clients – if you require amendments to be made to the details of any service, the price will fluctuate accordingly.

Timeless White Weddings

TIMELESSLY YOURS. Committed to planning Weddings that reflect the love of the couple being married, Timeless White work closely with the Bride, Groom and other members of the bridal party to ensure a personal and sophisticated occasion which encapsulates all of your dreams for the day.

“We aim to offer our clients a Wedding planning experience that is stress-free, never taking over the planning process – rather working with the Brides ideas, inspiring her and turning these ideas into a reality.”

Assisting with any aspect you request, Timeless White have specially designed services to suit all types and sizes of Wedding Celebration, whether you are hosting a small and charming celebration or a day with breathtaking opulence. We are not feared by a small budget or short timescale, nor are we afraid to deal with larger than life Weddings. Whatever you are planning for your day, on whatever scale, Timeless White will happily work with you to make it exactly as you dream it.

While we know the little details matter, we also realise that your main aim for the day is to have a fantastic time in the company of your new spouse and your loved ones. By placing all of our affections in the services we provide, Timeless White promise nothing but exceptional service and a friendly face to assist for all of our clients and their guests.

On reserving your Wedding with Timeless White, your Wedding day and all of its unique milestones will be documented in our beautiful and locked Timeless White diary, ensuring ultimate discretion.

Introducing Emma Rose



THE PERFECT GROUNDING. Emma's vested interests in Weddings span across six years of research and experience in the industry. With industry knowledge, organisational skills and a professionalism that is beyond her years, Emma works exceptionally hard to ensure a wonderful experience for each and every one of Timeless White's clients. Emma's smiling personality paired with her attentive approach to planning makes Timeless White a pleasure to plan an event of such significance with.

Emma treats every one of her customers not only as a client but as a friend, emphasizing with their concerns and getting swept away with their excitement. Everything Emma does as a part of her business is given her all, Wedding planning is her passion and has been for a long time now. Keen to learn about her industry, experience different styles and types of Wedding and to challenge herself, you can be sure that your Wedding will be treated as if it is Emma's own.

“I have wanted to be a Wedding Planner for as long as I can remember, it is such a huge compliment to be entrusted with the advising and planning of a Wedding day.”



ADVISORY
SERVICES



Advisory Services

ACCLAIMED ADVICE. The advisory services offered by Timeless White are designed to assist the hands-on Bride. Our advisory services will compliment your planning and give you some extra ideas and inspiration.

HAND-PICKED SUPPLIERS – COMPLIMENTARY

This special service has been designed to help those Brides who have their hearts set on something but are having trouble sourcing it. Timeless White can help you up until the very last minute to help make even the most impossible details happen on your dream day.

This is a research and recommendation service with a touch of magic. Timeless White will liaise with you to discover your needs and will provide you with a short report containing details of who you should contact, how much you can expect to pay, availability and contact details.

THIS SERVICE INCLUDES;

- A discussion of what it is that you are looking for
- A report detailing your options, including costs, availability, supplier contact details, an alternative option and any other supplier literature which you may require. Timeless White aim to deliver all of our Hand-Picked Suppliers reports within 10 working days of our briefing

Advisory Services

HAND-PICKED VENUES - £100 TO £200

Your Wedding venue is one of the most important aspects of your day and it is important that you are captivated by your decided location. With such an abundance of striking and unique venues in Scotland, it can be difficult to know where to begin and how to narrow down your options. Timeless White have created this service to remove the frustrations of venue selection but to leave the excitement of viewing and selecting a venue in its entirety for you and your fiancé to enjoy. Your Timeless White Wedding planner will meet with you to talk you through all of the essentials of venue selection, will gather the necessary information about your needs, and importantly, the features your dream venue will have.

Inspired by some of the most beautiful places in Scotland, your Wedding planner will embark on a venue research project to assist you in making a selection for your Wedding Ceremony, Reception or both. Within two weeks, you will be presented with a Hand-Picked Venues report, suggesting to you only those venues that will accommodate your needs. Your unique report will include all of the vital information you will require in order to make a well informed choice, complete with a short description of our favourite aspects of each.

Additionally, your Timeless White Wedding planner will gladly organise viewing appointments on your behalf and accompany you if you would like some extra inspiration.

THIS SERVICE INCLUDES;

- Up to two appointments with a Timeless White Wedding planner to discuss your needs and preferences for your Wedding Reception and Ceremony
- A report detailing up to four fantastic venues for your consideration, containing all of the crucial details such as; costs, capacities, location, contact details and our favourite aspect of each. Venue literature will also be provided to you. Timeless White aim to provide every venue report within 10 working days of your appointment
- Viewing appointments booked at the suggested venues of your choice on your behalf.
- Accompaniment to venue viewing appointments to provide you with some extra inspiration
- Significant discount on Timeless White "Management Services" when booked in combination

Advisory Services

TIMELESS WHITE WEDDING STYLING - £150 TO £200

Timeless White styled Weddings are undisputedly distinctive. Especially for the Bride with Wedding design and ambience at the forefront of her mind, Timeless White have created a personal Wedding styling service that will truly set your day apart.

Meeting with you throughout your Engagement, your Timeless White Wedding planner will work with you to accomplish a stylish reflection of your personal tastes, always advising you based on your vision of your day. Your Timeless White Wedding planner will continuously research upcoming trends, themes and special offers helping to ensure that you get the most out of your décor budget. Taking inspiration from some of the world's most renowned Wedding couturiers, your Wedding planner will bring together copious details to achieve a romantic occasion coloured with personal touches, promising a truly unforgettable day.

THIS SERVICE INCLUDES;

- Up to five appointments with your dedicated Wedding planner to discuss theme and decor ideas and to assist in bringing them to life
- A style proposal with your ideas and preferences in mind, suggesting decor options suited to both your budget and style
- Continual liaison and assistance throughout your Engagement to source and organise all aspects of styling and decorating your day
- Significant discount on Timeless White "Management Services" when booked in combination

Advisory Services

EVERYTHING ADVISED - £300

The planning of a Wedding requires month's worth of research time, which often cannot be afforded by busy Brides to be. With so many varying companies, suppliers and people involved in one day, it can be difficult to juggle and decipher all of the information that is available to you. We understand that many Brides are stretching their time across numerous priorities and have designed a service to engulf all of the research time required but which leaves the enjoyment of planning to the Bride herself.

Liaising with you throughout your Engagement, your Wedding planner will advise you on all aspects of your day as and when you require it, without intruding on your planning technique. Advising on venues and suppliers, wines and menus, etiquettes and scheduling and everything in-between, Timeless White will be on hand whenever you require us.

THIS SERVICE INCLUDES;

- Up to eight appointments throughout the period of your Engagement to discuss all aspects of your day
- Continual liaison and assistance throughout your Engagement to research and source all suppliers for your day
- The collection of all important supplier literature at your request
- The Timeless White "Hand-Picked Venues" service
- The Timeless White "Wedding Styling" service
- Significant discount on Timeless White "Management Services" when booked in combination



MANAGEMENT
SERVICES

Management Services

METICULOUS MANAGEMENT. Each and every Wedding, though unique, is an infusion of countless details. Timeless White have designed a variety of Management services to deal with the features of your Wedding that are of utmost importance, but can become impossible to manage while you are organising, or indeed participating in your day.

BUDGET MANAGEMENT - £250

Appreciating the complex pricing systems and countless suppliers employed for your Wedding day, Timeless White have created a service to assist with the management of your budget. Working alongside you to determine proportionate costs and to ensure that you have accounted for every detail, Timeless White offers you the reassurance of complete control over the expenses of your day.

Your Timeless White Wedding planner will meet with you often to discuss and review your budget and to advise on how you should expect to split it, always working with you to ensure that you get exactly those things that you wish, all at a cost that is affordable for you. We frequently work with many top Scottish suppliers and are made aware of exclusive promotions swiftly, helping our clients to get the most out of their budget. We believe that our clients should never have to compromise on their Wedding day and do everything we can to help you achieve the day of your dreams within budget.

THIS SERVICE INCLUDES;

- Up to five appointments with your Timeless White Wedding planner to discuss all areas of budgeting
- Continual advice and research throughout your Engagement, always advising you of relevant special offers
- A full budgeting pack to help you make financial decisions and assistance in making a selection from the quotes you receive
- The recording of all the final costs for your day
- Reminders of payment deadlines to help you avoid late payment charges
- Significant discount on Timeless White "Advisory Services" when booked in combination

Management Services

CONCIERGE TO GUESTS - £3 TO £4 PER GUEST

Perhaps the most magical part of your Wedding will be getting all of your loved ones together to celebrate alongside you, though it can be somewhat difficult to ensure that this happens smoothly. We have created the "Concierge to Guests" service to assist you with all aspects of ensuring your guests are looked after – from posting invitations and helping you appoint a gift list to booking accommodation on your guests behalf and helping you to design a table plan for your Reception, you can be assured that everyone will be taken care of.

After meeting with you to discuss your needs, we will record your guests' responses with precision, keeping note of all dietary and other requirements. You will be provided with small cards to include with your invitations directing your guests queries to us, allowing you to relax as your guests queries and responses come our way. Acting as a Concierge to your guests, we will assist your guests with all of their questions dealing with tourist information enquiries to making a gift selection. Additionally, we will assist your guests in reserving accommodation while they attend your Wedding and as your day approaches we will help you to design a table plan ensuring that the space at your venue is used to its best.

THIS SERVICE INCLUDES;

- Up to four appointments to discuss everything guest related with regards to your day
- The recording of your guests responses and dietary or other requirements
- Continual updates regarding your guests attendance
- Assistance with the chasing of late Guest responses
- Assistance in selecting and appointing an appropriate Gift List
- Concierge services for all of your guests from 3 months prior to your Wedding day
- Assistance with designing a table plan for your Reception
- Significant discount on Timeless White "Advisory Services" when booked in combination

Management Services

WEDDING DAY MANAGEMENT - £350

Especially suited to couples hosting their Wedding in exclusive use and unusual venues, though the benefits are profound whatever your venue, our Wedding day management service incorporates all aspects of ensuring that your Wedding day runs without a hitch! Timeless White know that the little details make an astounding impact on the lasting impression your Wedding day will have, we also realise that some of the larger and more important aspects of your day will require someone other than yourself or your bridal party to take care of them. This is exactly what Timeless White will do, take care of your day – perfecting the tiniest details and co-ordinating all of the major logistical arrangements, Timeless White will be on hand to ensure that everything is immaculate and runs seamlessly.

Prior to your day we will meet to discuss your visions for the day, covering the details and the schedule, and will organise everything you require. We will call your suppliers ahead of your day to run them through all of the plans, giving you extra reassurance that everything will be exactly as you wish it. Working with every detail your day requires, your Timeless White Wedding planner will be present on the day itself and the day before if required to set-up, decorate and organise your venue while also ensuring that everything runs perfectly throughout, not one detail will be forgotten.

Additionally, this service also includes the provision of a Master of Ceremonies for your day if you should require it.

THIS SERVICE INCLUDES;

- Up to five appointments throughout your Engagement to discuss all aspects of your Wedding day that you would like us to take care of
- Continual liaison from the time of booking to assist you in pulling together the last details of your Wedding day
- A Timeless White Wedding planner present on your day to ensure that everything is impeccable and runs with precision, assisting with set-up, decor, logistics and scheduling
- The provision of a Master of Ceremonies on the day
- Significant discount on Timeless White "Advisory Services" when booked in combination



Planning Services

PLANNING WITH PRECISION. Timeless White take extra special care when planning a Wedding, treating it as one of our own we work exceptionally hard to ensure we offer a truly outstanding Wedding planning experience. Passionate about planning timeless Wedding's on behalf of our clients, you can be assured that the build up to your Wedding will be entirely stress free and that your day will be romantic, seamless, and affectionately remembered for years to come.

LAST MINUTE PLANNING - £500

The last few months of your Engagement are a very busy time, so many suppliers, details and people have to come together in order to make your dream day come true. Designed for Brides who are having a short Engagement or are having trouble organising everything at the last moment, Timeless White have designed "Last minute Planning" to assist you in every way prior to your day.

Suited for Brides being married within three months, "Last minute Planning" provides assistance by any means to ensure that your dream day becomes an impeccable reality. Including our "Budget Management" service, "Concierge to Guests" service and "Wedding day Management" service as standard, our "Last minute Planning" package incorporates all of the little aspects of attention to detail that every Bride to be truly deserves. Your Wedding Planner can be involved in as much or as little as you like, from addressing invitations to decorating your venue. Your Timeless White Wedding planner will be on-hand to advise and guide you, to assist you with last minute matters and to co-ordinate your Wedding day itself.

THIS SERVICE INCLUDES;

- Unlimited meetings with your Timeless White Wedding planner throughout the last three months of your Engagement
- The assistance of your Wedding planner to advise, book and organise services that you require on your day
- A Timeless White Wedding planner present on your day to ensure that everything is impeccable and runs with precision, assisting with set-up, decor, logistics and scheduling
- The provision of a Master of Ceremonies on the day
- All of the services included in our "Budget Management" service
- All of the services included in our "Concierge to Guests" service
- All of the services included in our "Wedding day Management" service

Planning Services

PARTIAL PLANNING - £750

Sublimely beautiful Weddings require endless research, organisation and liaison which often cannot be fully afforded by Brides and Grooms to be. For this reason, Timeless White have designed a "Partial Planning" package that can be entirely tailored around the unique needs of every couple. Allowing you complete control over the delegation of tasks, your Timeless White Wedding planner will undertake all of the necessary tasks to ensure that everything is in place as you require it on your day.

Your Wedding planner will deal with any and every aspect of your Wedding at your request – allowing you to remain fully involved with the areas of planning that you so wish. We will work with you to devise a plan of action regardless of the stage of planning that you have reached. Advising and assisting with your Wedding venue, design and suppliers while assisting with budgeting and guests, our "Partial Planning" service will ensure that everything has been taken care of. Our presence on your Wedding day to decorate and co-ordinate the entire event, will allow you to spend the entire day at ease, making the most of every moment.

THIS SERVICE INCLUDES;

- Unlimited meetings with your Timeless White Wedding planner throughout your Engagement
- The assistance of your Wedding planner to advise, source and organise services and suppliers that you require for your Wedding day
- All of the Timeless White "Advisory" and "Management" services
- The creation of an action planning report and continual assistance to ensure that everything is planned and paid in good time
- A Timeless White Wedding planner present on your day to ensure that everything is impeccable and runs with precision, assisting with set-up, decor, logistics and scheduling
- The provision of a Master of Ceremonies on the day
- The accompaniment of your Wedding Planner to any or all of your appointments related with your Wedding day to give you on-hand advice and extra inspiration
- Your Wedding Planner acting as a personal assistant on your behalf, managing your Wedding diary, suppliers, appointments and payment scheduling

Planning Services

PRESTIGE PLANNING - £1200

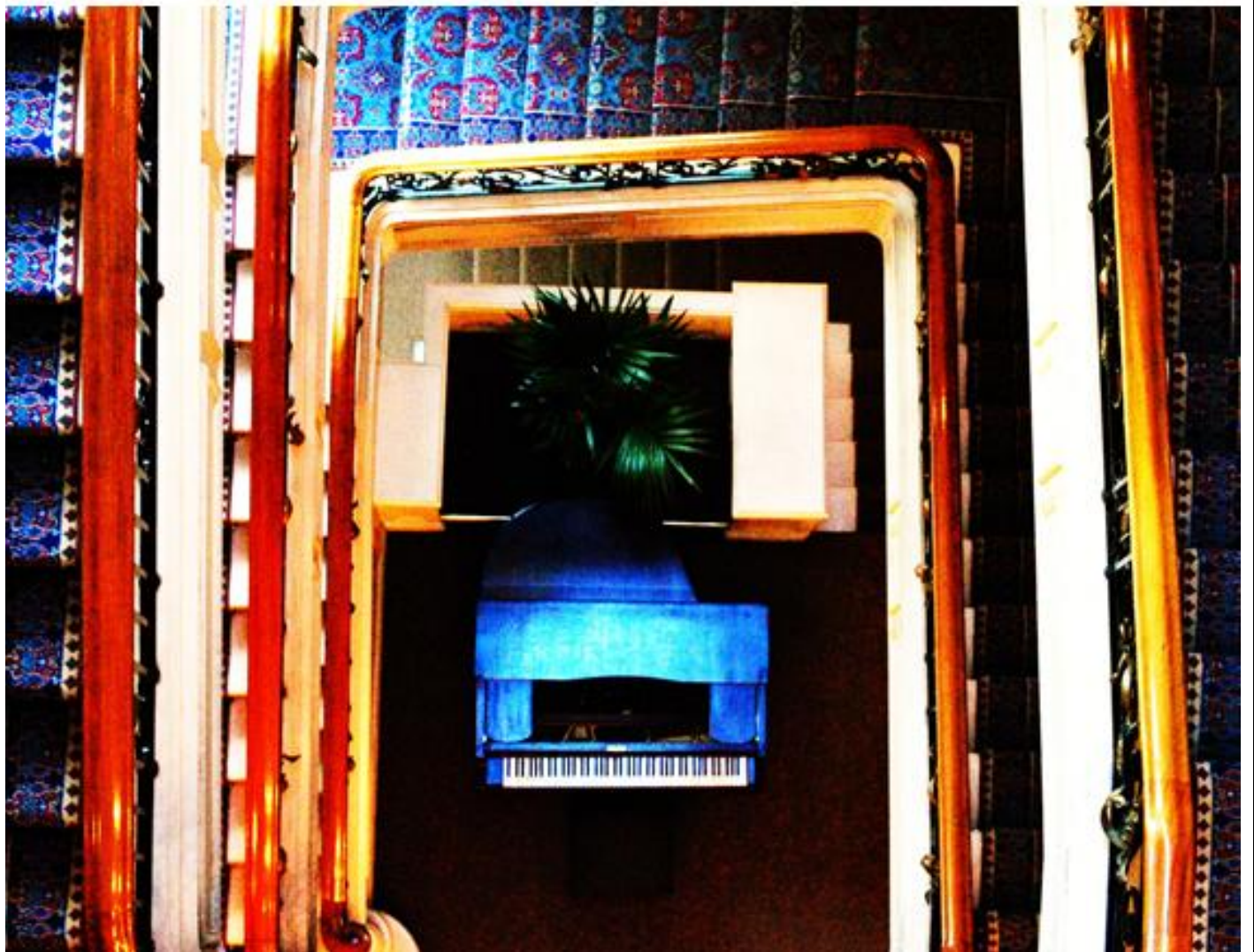
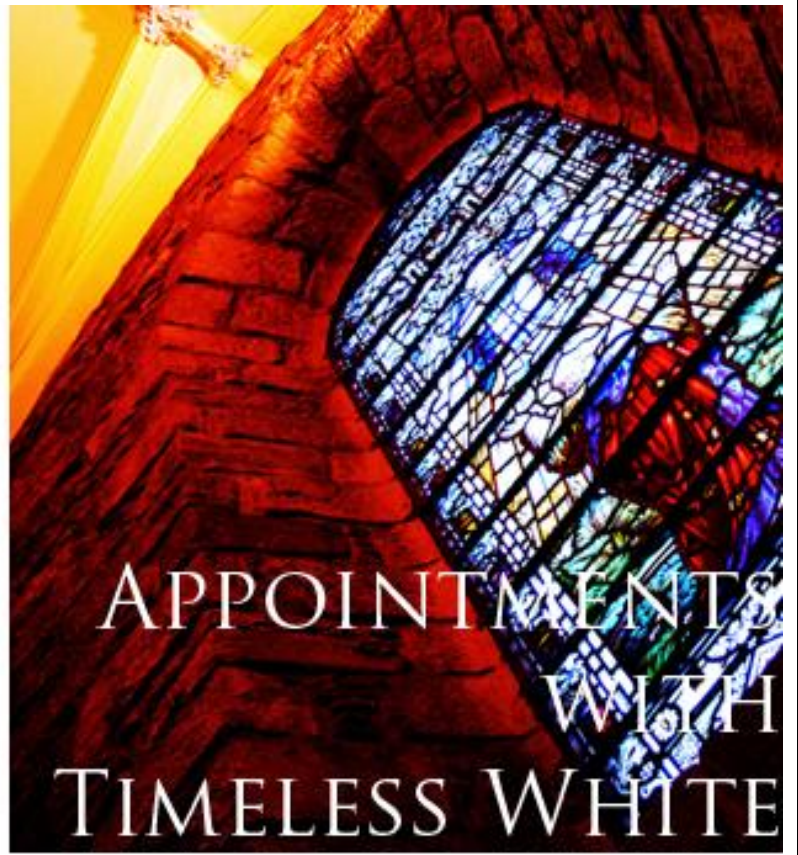
Prestige Planning is the jewel offering of Timeless White, exemplifying perfect and personal Wedding Planning service in Scotland. Encompassing all of our "Advisory" and "Management" services as standard, with some extra special personal touches, utterly exquisite in every way, our Prestige service delivers a Wedding planning experience that is an illustration of excellence.

We will work with you at to co-ordinate a Wedding that exceeds your expectations. Together we'll talk Weddings over afternoon teas or fabulous lunches to be sure we both know exactly what you want and expect. Your Wedding planner will get to know you very well and will help to reflect the personalities of you as a couple in your Wedding itself. Dealing with every tiny aspect of Planning that you require, you can rest assured that you will enjoy a stress-free Engagement which will end in a wonderful Wedding. Treating your Wedding as one of our own, the Timeless White team will ensure everything is orchestrated to perfection; everything you wish will be dealt with on your behalf and at your instruction. In addition to our "Advisory" and "Management" services, we will assist your Bridal party in organising unforgettable Hen and Stag parties and will also give advice on speeches; meanwhile we will assist you in the organising and planning of a rehearsal dinner, if you are hosting one.

Following your marriage, your Wedding planner will gift you with a unique and handwritten journal, recounting all of our Wedding planning experiences together, leaving you with a wonderful keepsake of your Engagement.

THIS SERVICE INCLUDES;

- Unlimited meetings with your Timeless White Wedding planner throughout your Engagement
- The assistance of your Wedding planner to advise, source and organise all services and suppliers that you require for your Wedding day
- All of the Timeless White "Advisory" and "Management" services
- The creation of an action planning report and continual assistance to ensure that everything is planned and paid in good time
- A Timeless White Wedding planner present on your day to ensure that everything is impeccable and runs with precision, assisting with set-up, decor, logistics and scheduling and the provision of a Master of Ceremonies on the day
- The accompaniment of your Wedding Planner to any or all of your appointments related with your Wedding day to give you on-hand advice and extra inspiration
- Comprehensive assistance with your Hen and Stag Parties, Speeches and Rehearsal Dinner.
- A beautiful and personal gift of a Wedding Planning journal



Appointments with Timeless White

WELL APPOINTED. If you would like to organise a complimentary appointment with Timeless White to get to know us better, then we would be delighted to hear from you. We will happily arrange to meet you at a time and place that are convenient for you. At your appointment we will talk about your plans for your Wedding and how Timeless White can help you. Your Wedding planner will make the most of the chance to get to know you, learning about your personalities, your tastes and the things that are important to you on the day.

FOR APPOINTMENTS PLEASE CONTACT US AT:

Tel: 07778 776677

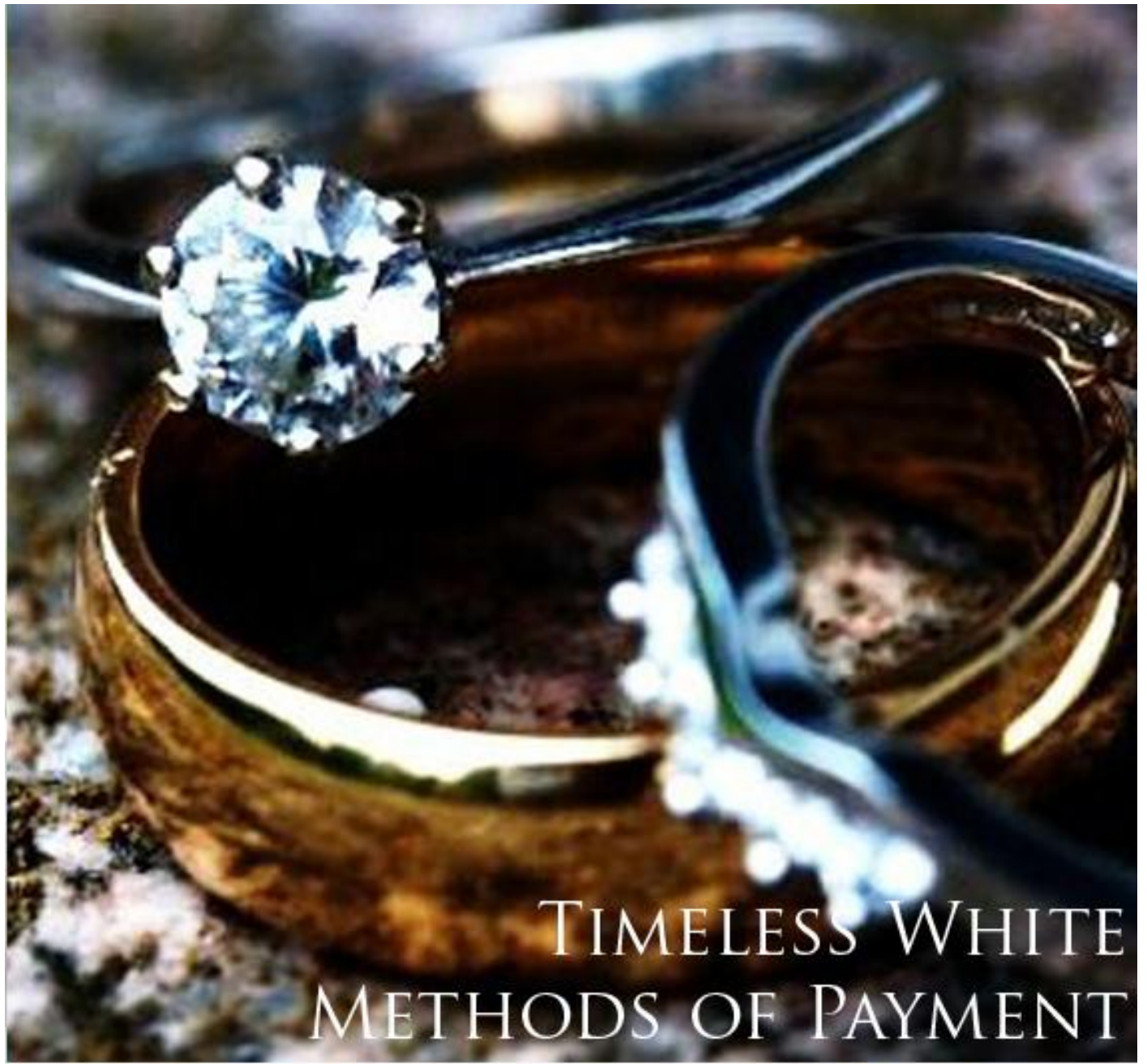
Email: Emma@timelesswhite.co.uk

If you would like to contact Timeless White for any other reason please do not hesitate to contact us, we would be only too glad to hear from you. We welcome all questions and enquiries and take honour in promising a prompt response within 48 hours.

FOR GENERAL ENQUIRIES PLEASE CONTACT US AT:

Tel: 07778 776677

Email: Enquiries@timelesswhite.co.uk



TIMELESS WHITE
METHODS OF PAYMENT



Timeless White methods of Payment

WORTH EVERY PENNY. At Timeless White, we like to offer an adaptable approach to payment, offering numerous options to suit every couple. We pride ourselves on our honest pricing policy and there are no hidden charges in our Quotations, you will only ever pay us what you are quoted at the outset for the services you book. The payment plans outlined below are the variations that we find suit our customers and their varying budgeting styles best, however if none of these options suit your requirements we will be happy to discuss alternative options with you.

SERVICES UNDER £500

- | | |
|-------------------------|--|
| Total Up front | You can opt to pay us for the full amount upon reserving your wedding date. 25% of this payment will be held as a non-refundable deposit to reserve your Wedding date. |
| Deposit + Final Payment | You can opt to pay us an initial, non-refundable deposit of 25% of the total cost to reserve your date and then choose to pay us the remaining amount 2 weeks before the completion date of the service (With the exception of our Hand-Picked Venues and Timeless White Styling services, where you would pay within 7 days of service completion). |
| Deposit + Monthly Fee | You can opt to pay us an initial, non-refundable deposit of 25% of the total cost to reserve your Wedding date and can then choose to pay us the remaining 75% across the period you will be employing Timeless White. |

SERVICES OVER £500

- | | |
|-----------------------|---|
| Total up front | You can opt to pay us for the full amount upon reserving your wedding date. 25% of this payment will be held as a non-refundable deposit to reserve your Wedding date. |
| Deposit, 25%, 50% | You can opt to pay us an initial, non-refundable deposit of 25% of the total cost to reserve your Wedding date and then choose to pay a further 25% at the midway point of our service. Finally, 2 weeks before the completion date you can pay us the remaining 50% of the total cost. |
| Deposit + Monthly Fee | You can opt to pay us an initial, non-refundable deposit of 25% of the total cost to reserve your Wedding date and can then choose to pay us the remaining 75% across the period you will be employing Timeless White. |

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