

IMPACT COLLECTIVE INTRODUCES YOU TO AISLE PLANNER



- A SOFTWARE TO MANAGE ALL OF YOUR PLANNING DETAILS-

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Welcome To Aisle Planner

Hello and thank you again for choosing **IMPACT Collective** as your planner for your dream wedding. We are so excited to get started on the planning process with you! Our goal is to make this process as easy for you as possible. In our services, we include the use of Aisle Planner to keep you and our team at **IMPACT** on the same page throughout the process of planning all that you envision your special day to be.

What is Aisle Planner?

Aisle Planner is a platform for you to manage your entire wedding plan in order to keep everything organized for you and your planner. You can share documents, timelines, floor plans, guest lists, notes, contracts and more to Aisle Planner so that all of the important information can be kept safe in one place. We promise you this will be a lifesaver!

The Benefits of Using Aisle Planner

There are several items within this portal that will help ease any of your potential stressors during your planning journey and keep all of your information in one place. This manual has been provided to you as an organizational tool to help you navigate and understand how together, we will be using Aisle Planner to communicate and meet your needs. We recommend to you and all clients that you upload all documents you receive as you go along in this process as this will be very helpful to everyone especially leading up to your final walkthrough.

Getting Started

Setting Up Your Aisle Planner Account

Once you have sent us a picture of you and your fiancé; which we use as your profile photo for your Aisle Planner profile, we will start the process of creating your Aisle Planner account.

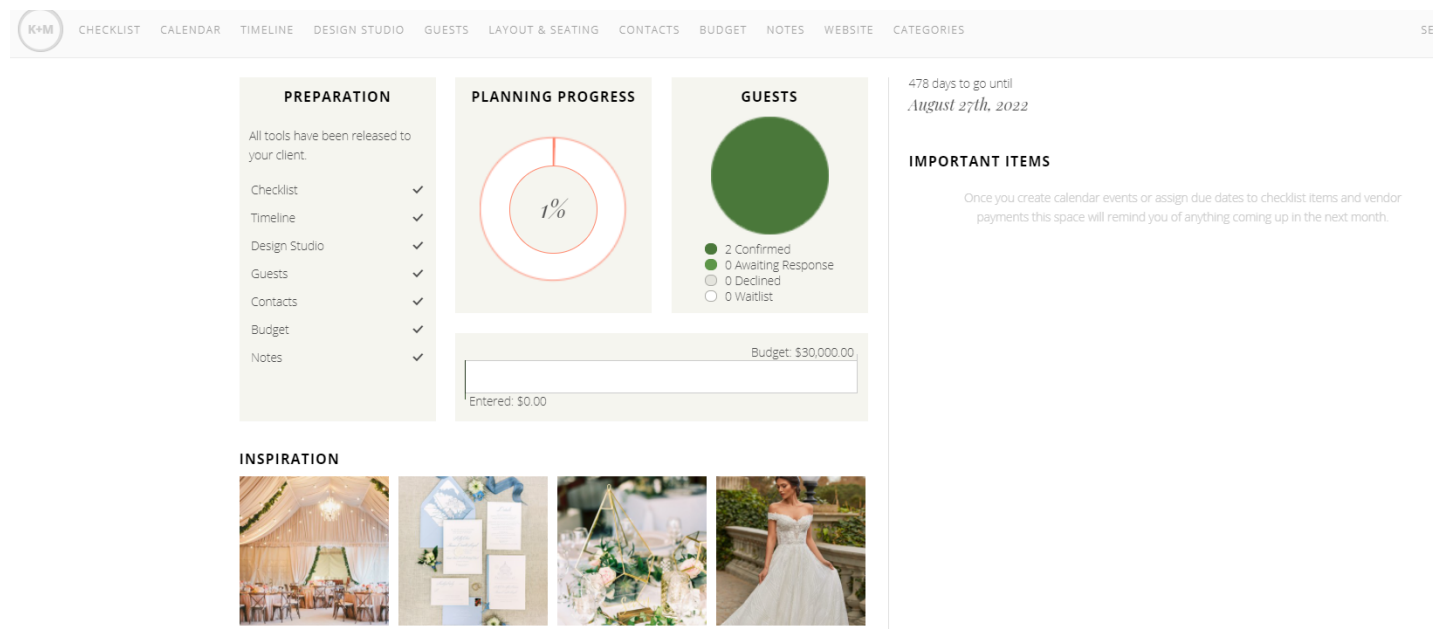
Once this is created, you should receive an email inviting you and your fiancé to your Aisle Planner account. All you have to do initially upon receiving this email is accept your invite and you, along with your fiancé and planner will have full access to your Aisle Planner profile.

To make your experience with getting into your Aisle Planner portal as easy as possible, we recommend that you bookmark the link for your future use. This way, you can easily refer back to it at any given time.

Sections of Aisle Planner

Home Page

Upon logging in, you will be taken to your dashboard which will all be personalized with your event information. In your dashboards home page, you will see a welcome message, a planning progress percentage which will correlate to your checklist, a guests chart, your important items and inspiration.



For the planning progress, the percentage meter should be at 1% when starting your profile. As you start your journey in Aisle Planner, that percentage will keep going up as you continue to add more details and documents. Upon starting your guest chart, this will show you the amount of guests that have accepted, you are awaiting a response from, declined, or have been waitlisted. This chart

will populate all of your RSVPs once your guests are imported using the guest tool located in the guest section tab. To the right of your guest chart you will see how many days until your event arrives, and below that you will see your to dos and important items that have been assigned to you if any have been assigned. For important items, those will populate once you have created calendar events, or assigned due dates to checklist items and vendor payments. It will show you any of the events or due dates coming up within a month. Lastly, you will see at the bottom the inspirational photos which will include any photos of inspiration for your wedding day. **This** will correlate with the design studio section tab, which is where these photos would be uploaded from.

Checklist

The purpose of your checklist is to go through from the beginning of starting your journey with using your aisle planner profile to your final days before your wedding day when you would want to check off this list. Doing this step won't only help you, but it will also help your planner know where you are in the process of your planning needs and keep everyone involved on the same page.

GETTING STARTED

- | | | |
|-------------------------------------|---|------------|
| <input checked="" type="checkbox"/> | Take a quick tour of Aisle Planner's comprehensive planning tools. | |
| <input checked="" type="checkbox"/> | Stay tuned for new features, coming soon. | |
| <input type="checkbox"/> | Invite others to collaborate on your wedding. ⓘ | 12+ months |
| <input type="checkbox"/> | Choose an ideal wedding date and adjust the wedding date as needed in your Settings. ⓘ | 12+ months |
| <input type="checkbox"/> | Review the Checklist, mark any items you've already completed and update as needed. ⓘ | 12+ months |
| <input type="checkbox"/> | Update the Calendar to reflect any wedding related appointments you've already scheduled. | 12+ months |
| <input type="checkbox"/> | Sync your Aisle Planner calendar to your favorite calendar application. ⓘ | 12+ months |
| <input type="checkbox"/> | Add any vendors and invoices you've already booked. ⓘ | 12+ months |
| <input type="checkbox"/> | Create your first Style Guides in the Design Studio and save any photos you love to help define your vision for the wedding day. ⓘ | 12+ months |
| <input type="checkbox"/> | Create a preliminary color palette for your wedding. ⓘ | 12+ months |
| <input type="checkbox"/> | Review your wedding budget and make adjustments to your Budget as needed. ⓘ | 12+ months |
| <input type="checkbox"/> | Create your first note in the NOTES tool titled PACKING LIST to help track of the many things that will need to be packed up for the wedding. | 12+ months |

GUEST LIST

- | | | |
|--------------------------|---|-------------|
| <input type="checkbox"/> | Compile the guest list using our Guest manager. | 12+ months |
| <input type="checkbox"/> | Collect guest list addresses. ⓘ | 9-12 months |
| <input type="checkbox"/> | Research accommodations for out of town guests as needed. | 9-12 months |
| <input type="checkbox"/> | Make arrangements for out of town guests as needed: Hotel room blocks/wedding rates, etc. | 9-12 months |

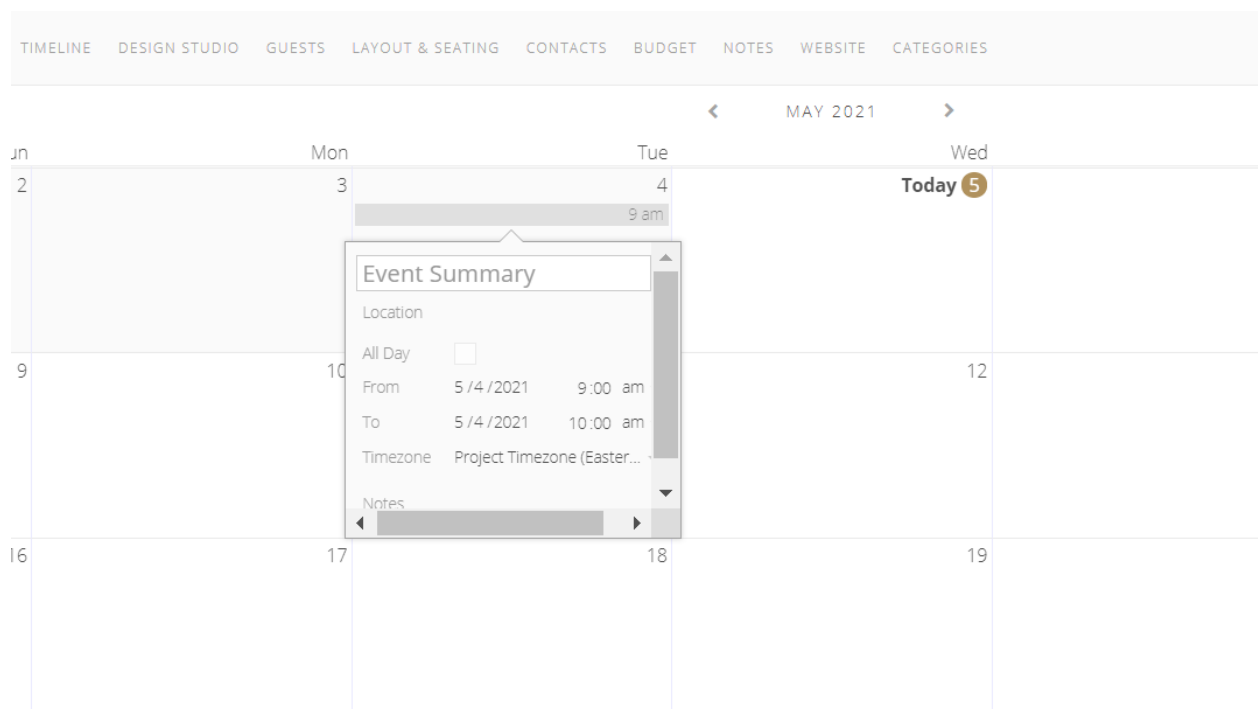
The checklist tab will include a comprehensive list of all of the things that will need to be completed throughout the planning process. In order to view your tasks, you have two options: You can either view your tasks by clicking on “Assignments Overview” on the top left, which will show your specific tasks being assigned to you or you can view it as “Full Checklist”, on the top right. In the Full Checklist you can delete certain tasks that don’t apply to you or directly assign those to someone. For the title of each section, it will either be organized by showing how many months out the task should be completed or by sections (such as tasks that need to be done for your budget, stationery, timeline, etc). Having these due dates for each section are meant to keep you on track. Once any of these items have been completed, you can simply check them off your list.

Calendar

Your calendar will be used to keep track of all of your wedding related appointments. You can add any meetings with your vendors to this calendar, once confirmed as well as any other appointments.

Your calendar has a template of the day before your wedding and the day of your wedding planning. In this calendar, you will have an overview of the months before your wedding day. You can use this to add any payment due dates, scheduled visits or tastings, and anything else that you would want help with keeping track of in your planning.

To create an event in your calendar, you will click on the date that your appointment or meeting would be on. Once you have done this an information box that says “Event Summary” will pop up. You will type in the event name in this box. Once you have done this, you will also fill out the location, date(s), time, and any notes. Once this is completed, you will see that this appointment will show up in your calendar as well as in the “important items” located on your homepage.



Timeline

The timeline is one of the most important details of your planning and one of the tabs that will be referred to the most often for your big day. Adding your timeline will show how you envision your day to be from beginning to end. This will ensure that you and your planner are on the same page of everything you want to have as a part of your day and logistical details and will enable us to make a timeline based on what you would like your day to be as far as timing and details go.

TIMELINE ▾	
SATURDAY, MAY 1ST, 2021	
5:30 pm	Rehearsal Practice at The Westin Banneker Room
8:00 pm	Rehearsal Dinner at Chart House
SUNDAY, MAY 2ND	
12:30 pm	Hair Stylist for Bride arrives @ Westin Bride and her party are dressing at the Westin in the Presidential Suite (room number is TBD). The Bride will communicate directly with the hair stylist. Jovon Davis (240-286-1877)
1:30 pm	Bridesmaids who did not stay at the Westin overnight will arrive at the Westin to dress.
2:00 pm	Florists arrive for set up @ Westin Tilbury Floral Design LLC Westin Hotel- Laure Politzer
2:00 pm	Groomsmen arrive @ Westin to get dressed. Groom and his party will dress in a suite. Room number TBD
2:00 pm	Photographer and Videographer Arrive @ Westin CONFIRM VIDEOGRAPHER ARRIVAL TIME WITH PRECIOUS PICS We will have 1 photographer who is responsible for coverage for 8 hours (2:30 to 10:30pm) and one videographer who is responsible for 5 hours of coverage (4 to 9pm). Precious Pics

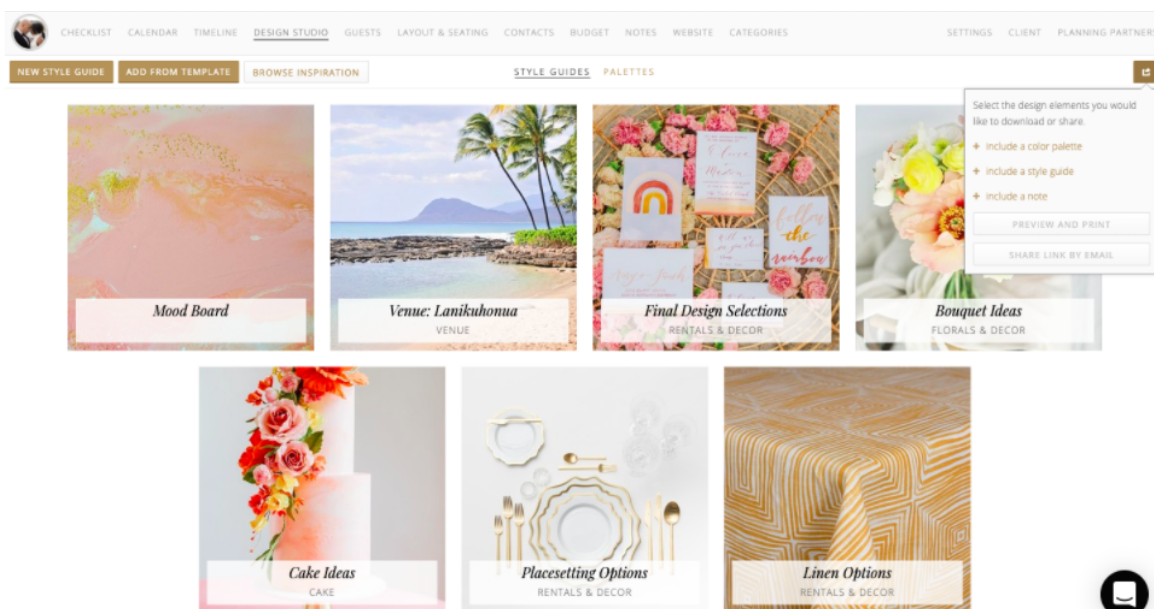
To add a time into the rehearsal, rehearsal dinner, or wedding day section of your timeline, you will need to go to the section that you want to add your time into. Hover over a time that is already there and you will see a gold (+). Click on that plus sign and you can add a time underneath the previous time.

If you wish you can also add other important dates to this timeline by clicking the top left gold button that says "Add Day", then a calendar will appear and you would simply want to click on the date you wish to add and it will then

appear onto your timeline. From there, you would add the time first where it says TBD. Then you add any notes where it says (+Add Notes) in gold of what will be happening at that time and any details that would go with that. Lastly you can also add a person responsible for this if necessary by clicking (+Add Responsible Party). The responsible party could be you or your fiancé, your planner, or a vendor.

Design Studio

In design studio you will use this very similarly to how you would a pinterest board, except it is in your Aisle Planner. To get you started, we will create a few sections for you so you can add any photos of inspiration to curate your vision.



In your Design Studio, on the top middle there will be a "Style Guides" and "Palettes" column. Style Guides will act as your pinterest where you will add all of the images that you could possibly want to show your vision and this will be separated into categories representing the different parts of your planning

needs. For Palettes, this will be where you can add the color palette(s) of your wedding, such as your theme colors or other colors that will inspire your vision.

To add more sections to your Style Guide you will go to the button on the top left corner that says “New Style Guide”. Next, you will see a planning category section where you select the category you wish to add and below that you will type out the name of the style guide.

The screenshot displays the 'DESIGN STUDIO' section of a web application. At the top, a navigation bar includes links for 'CHECKLIST', 'CALENDAR', 'TIMELINE', 'DESIGN STUDIO' (which is underlined), 'GUESTS', 'LAYOUT & SEATING', 'CONTACTS', 'BUDGET', 'NOTES', 'WEBSITE', and 'CATEGORIES'. Below this, there are two buttons: 'NEW STYLE GUIDE' and 'ADD FROM TEMPLATE'. To the right of these buttons are the links 'STYLE GUIDES' and 'PALETTES'. A form is open over the 'NEW STYLE GUIDE' button, featuring a 'Planning Category' dropdown menu, a 'Style Guide Name' text input field, and a 'CREATE STYLE GUIDE' button. Below the form, three category cards are visible: 'Wedding Dress' (with the subtext 'BRIDE & BRIDESMAIDS FASHION'), 'Decor' (with the subtext 'RENTALS & DECOR'), and 'Stationery' (with the subtext 'STATIONERY'). Each card features a representative image: a bride in a white dress, a gold geometric terrarium with flowers, and a collection of wedding invitations and envelopes.

To add images to your design studios style guide, first you click on the section, and then you will click the button “add an image”. Once you have clicked this, your files will pop up and you will select the photo that you wish to add. Once you add your photo, as you can only add 1 at a time, you will repeat the same process adding as many photos as you wish to give us a great overall picture of your vision.

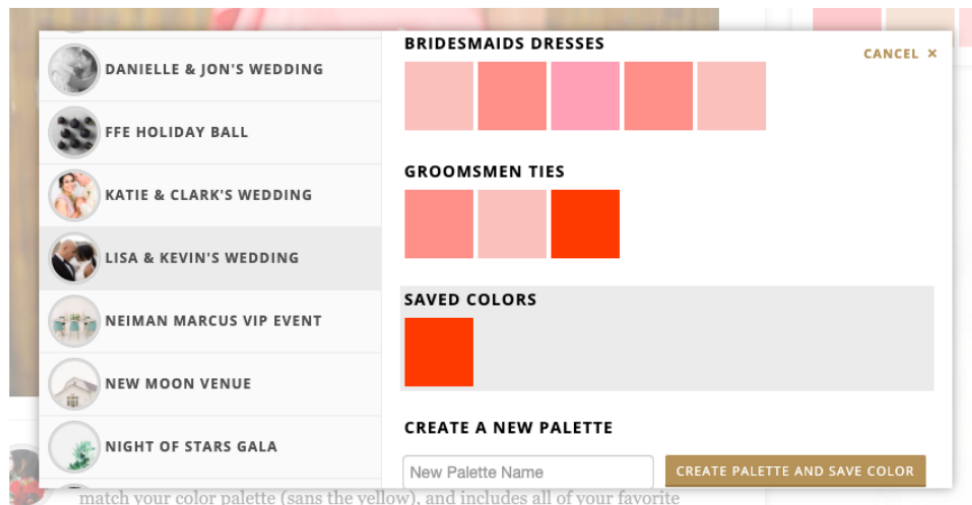
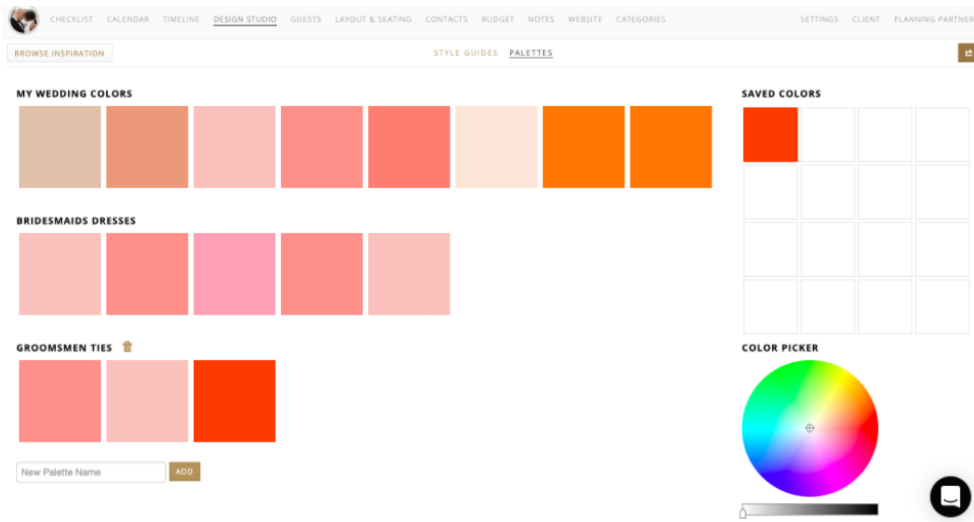
Wedding Dress

Bride & Bridesmaids Fashion ▾



To change the title of a style guide, you click on the style guide photo that you want to change and click on the title and simply change it.

For the Color Palette column, to create your palette you will select the Palette column and go to the bottom right where it says "Color Picker". Once you find the color picker you will drag the bullseye and choose the color you would like. Once you have chosen your color you will double click the rectangle with the color you have selected. You will then click on "Save Color" and it will be saved in the top right corner.



Guests

Your guest section is going to be especially important when it comes to your guest count. This is important for so many reasons including to make sure your venue can accommodate everyone, being able to send invitations, seeing how many seats will need to be filled and how many meals should be provided and their meal choice.

First upon going into your “Guests” tab you will want to navigate to the top right where it says “Event Info and Options” and select this option. Once this opens, you will input your event location, date, and time. On the bottom of this you will then see “Reception Meal Options” which you will want to add so that everyone can choose when they RSVP.

CEREMONY & RECEPTION

Capital Memorial SDA Church an

Select a date and time for the event

05/02/2021 01:30 PM

Considering 83 guests total

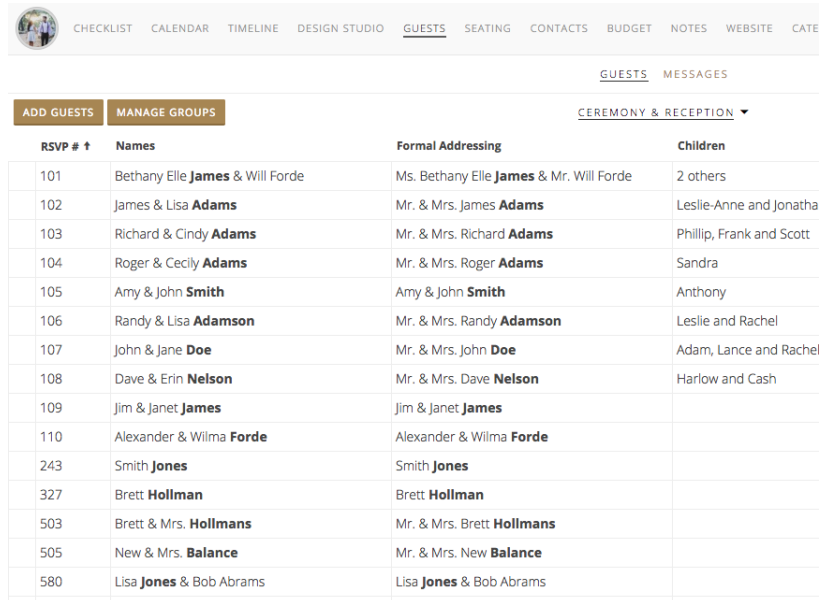
82 Confirmed
1 Awaiting Response
0 Declined
0 Waitlist

You're inviting 60 parties/households to this event, so we recommend ordering 60 invitations, plus 10 extras for a total of 70. Order more if you have a B list, and don't forget extra envelopes.

Reception Meal Options	Counts
Beef	30
Chicken	37
Vegetarian	13
Kids-Chicken Fingers	2
Unspecified	0

To add guests, one way you can do this is by importing the guest list. You select “Add Guests” on the top left corner, and then select “Import Guest List” which is something you can do if you have an excel sheet of your guest list already. Once it's imported you can then autofill your guests details. If you don't have a list on your own file you will go to “Add Guests” but instead fill out the name(s) and group that way and press “Create Guest Party”. Once you create this you

will be able to see each guest's info in regards to if they have: kids, a formal address for stationery, list they go under, etc. To add more information about the guest you can click their name and add more information like their address.



RSVP # ↑	Names	Formal Addressing	Children
101	Bethany Elle James & Will Forde	Ms. Bethany Elle James & Mr. Will Forde	2 others
102	James & Lisa Adams	Mr. & Mrs. James Adams	Leslie-Anne and Jonatha
103	Richard & Cindy Adams	Mr. & Mrs. Richard Adams	Phillip, Frank and Scott
104	Roger & Cecily Adams	Mr. & Mrs. Roger Adams	Sandra
105	Amy & John Smith	Amy & John Smith	Anthony
106	Randy & Lisa Adamson	Mr. & Mrs. Randy Adamson	Leslie and Rachel
107	John & Jane Doe	Mr. & Mrs. John Doe	Adam, Lance and Rachel
108	Dave & Erin Nelson	Mr. & Mrs. Dave Nelson	Harlow and Cash
109	Jim & Janet James	Jim & Janet James	
110	Alexander & Wilma Forde	Alexander & Wilma Forde	
243	Smith Jones	Smith Jones	
327	Brett Hollman	Brett Hollman	
503	Brett & Mrs. Hollmans	Mr. & Mrs. Brett Hollmans	
505	New & Mrs. Balance	Mr. & Mrs. New Balance	
580	Lisa Jones & Bob Abrams	Lisa Jones & Bob Abrams	

To download any information about your guests to send to vendors you will first go to the arrow on the far right. Once you click the arrow you will see “Guest List Spreadsheet” and “Final Guest List Report” and download the list.

If you have any other events such as brunch that you want to account for, you will hover over the “Ceremony and Reception” column, and switch to the other event you want to add a guest list for. If you go to the other section that you can utilize called “RSVP Summary”, you can use this to invite your guests to all of the other events you may be having for your wedding.

Layout and Seating

Your layout and seating is meant to show what the overall logistics to your event will look like through showing where all your guests will be sitting and the floorplan of each venue you will be using. This tool is great for giving your

planner and vendors an idea of how you want everything to be set up for your big day.

Layout

To start your layout, under the reception column, you can change the layout to whatever event you want this for such as the reception, cocktail or ceremony. You will then select draw, on the top left, and select a shape for the room. The draw tool is very useful to input any shapes to create a room layout or to add any notes with the text tool. To change sizing and details, you would do all that in the top right where it says "Shape". You can then add tables with a specific size by going to "Tables and Chairs" in the lower right corner and drag the size tables you want. You can also add any other tables such as for the DJ or band, cake, remembrance table etc.

To add any color to what you have selected you will go ahead and switch "Shape" on the top right to "Style". Then you would click the "Fill" box and choose any color you wish. Below that, you can also change your line color which will be the border around your shape. Feel free to be as detailed and creative as possible and don't worry about messing up as you can always delete anything you don't wish to keep.

Seating

To play with your seating, you will want to go to the "Seating Column" on the right of "Layout" and select this option. Once you have input your guests from the guests tab, you will see all your guests. Based on the tables that you input, the table #'s will auto populate with the amount of people that you can have at that table. To assign guests to their tables you will simply drag them to the table you wish for them to be at. Once the guests are put in, you will see dots to indicate your table has been filled. To see on your tables your guests or their assigned number, you will want to select your table and check the boxes: show table names, show seat numbers, and show guest names. Another thing you

can check is the meals and that dot that shows the seat being filled will change to a color. Below are some layout examples made in Aisle Planner.

SETTINGSCLIENTPLANNING PARTNERS

1
TABLES

4
SEATS

2
GUESTS

0
SEATED

?

SHAPE

STYLE

CANVAS

Table Name

Table 1

☐ Show table names

☐ Show seat numbers

☐ Show guest names

Table Shape

Round/Oval

Size

2' 6"

2' 6"

Length

Width

Seats

4

Count

Seat Style

Banquet

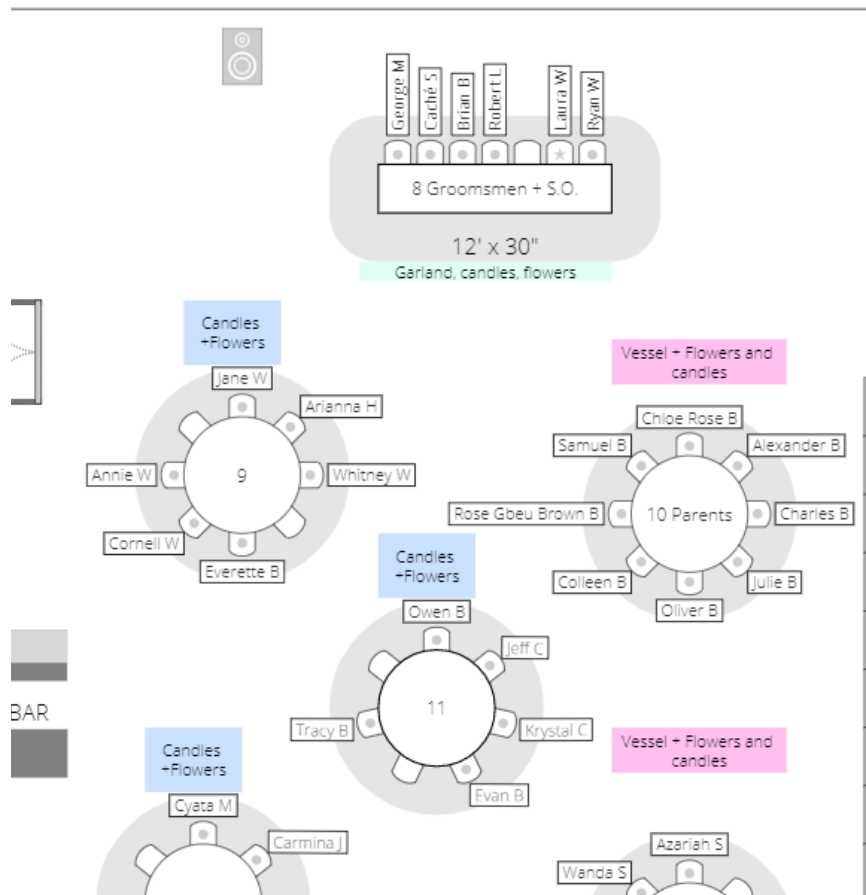
1' 4"

1' 4"

LIBRARY

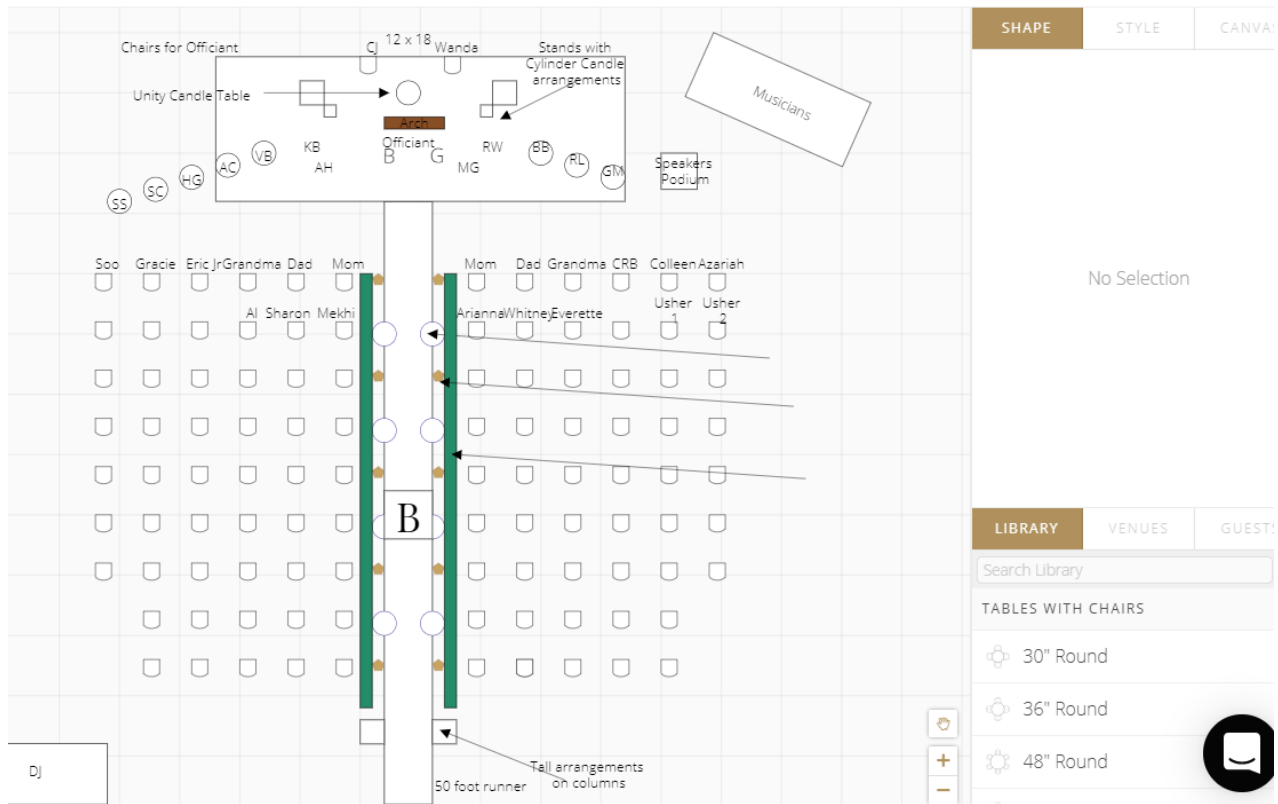
VENUES

GUESTS

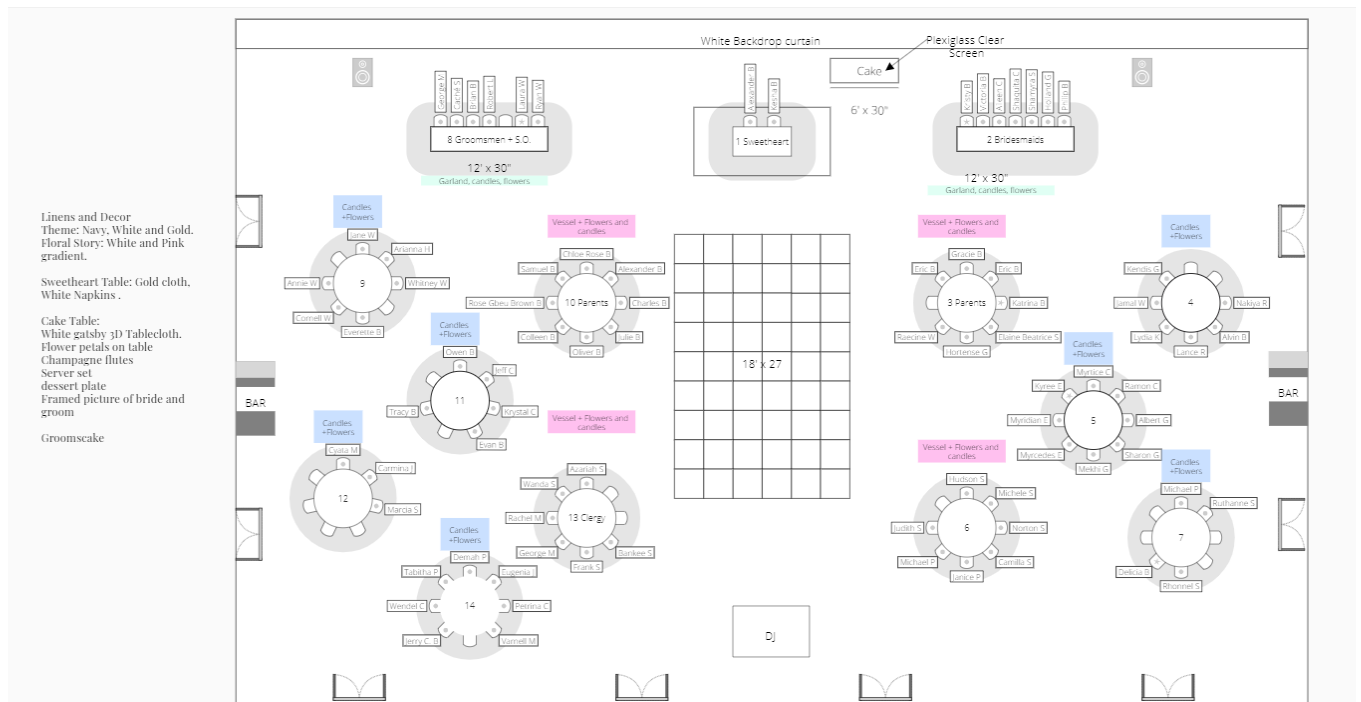


CEREMONY ▼ : LAYOUT SEATING

0	0	83	0
TABLES	SEATS	GUESTS	SEATED



RECEPTION ▼ : LAYOUT SEATING



To download your event layout to a PDF, you can decide if you'd like to include the table names, seat names, and meal indicators with the legend prior to downloading. Also, you will want to adjust page size, orientation and margins to fit your needs. You can also download the full guest list, which includes seating list by table, dietary restrictions, and other guest considerations. To do all this you will simply click the arrow on the far right corner and if you want your guest list included, check that box as well.

Contacts

Your contact section will be a place where you and your planner will be referring to often. In this section, you will add all of the vendor contacts that you and your planner will be working with throughout your planning and during your wedding day. You'll want to add every vendor, every point of contact for the day of, and all forms of communication especially their name, phone, email, and website. You will also be able to add all of your important documents including contracts, revised contracts and other related agreements which you would add by dragging and dropping it in.

ALL CONTACTS CONTACT SHEET	
FLORALS	<div>Tilbury Floral Design LLC</div> <div>BOOKED</div> <div>Payments No payment amounts or due dates have been entered for Tilbury Floral Design LLC.</div> <div> 0 0</div>
	<div>PHOTOGRAPHY</div> <div><div><div>Precious Pics</div><div>BOOKED</div><div>Payments No payment amounts or due dates have been entered for Precious Pics.</div><div> 3 2</div></div><div><div>Picture PURRfect Photobooth</div><div>BOOKED</div><div>Payments No payment amounts or due dates have been entered for Picture PURRfect Photobooth.</div><div> 2 4</div></div></div>
RECEPTION	<div>Westin Hotel- Laure Politzer</div> <div>BOOKED</div> <div>Payments No payment amounts or due dates have been entered for Westin Hotel- Laure Politzer.</div>

To add a contact to your Aisle Planner, you will do this from the section “All Contacts”. From there first you will choose “Add Your First Contact” and then write your vendor's name into the tab. Finally, you would select the planning section and check the box if you have already booked the vendor.

Once you select your vendors tab, you can then add all their contact information such as email, address and phone number. To keep tab on your payments, you will select on the top right “add to contact” and choose “payment schedule”. At the bottom, you can then add your total payment and insert your deposit amount in #1 payment. The program will calculate the difference automatically and a second payment will appear underneath it.

The Contact Sheet will show all of your vendors general contact information including their email and phone number for easy access.

Isari Flower Studio

Florals

☒ Booked

Notes

CONTACT INFORMATION

General Contact Info

✉ (Studio)
401 N Cedros
Solana Beach, CA 92007
CA

☎ (760) 888-2822 (Main)
@ hello@isariflowerstudio.com
🌐 <http://isariflowerstudio.com>
<https://instagram.com/isariflowerstudio>
<https://facebook.com/isariflowerstudio>

Tam Ashworth



Floral Designer

☎ (760) 830-2231

@ events@isariflowerstudio.com (Work)

To download your contacts as a pdf, you simply go to the arrow at the top right corner, click it, and then hit "Download Contacts as PDF."

Budget

The budget tab is where you can track your entire budget. With this tool in Aisle Planner, you will be able to easily keep track of your expenses. You will also be able to best manage what has been paid and what you have yet to pay.

TING CONTACTS <u>BUDGET</u> NOTES WEBSITE CATEGORIES					
BUDGET: \$30,000.00		Budget: \$30,000.00			
Entered: -					
	Estimate	Actual	Difference	Paid	Due
Wedding Planner	\$3,000.00				
Coordination Fees	-	-	-	-	-
	-	-	-	-	-
Engagement Party	\$0.00				
Engagement Party	-	-	-	-	-
	-	-	-	-	-
Bride & Bridesmaids Fashion	\$1,500.00				
Wedding Gown	-	-	-	-	-
Alterations and Pressing	-	-	-	-	-
Bride's Jewelry and Accessories	-	-	-	-	-
	-	-	-	-	-
Groom & Groomsmen Attire	\$300.00				
Groom's Attire	-	-	-	-	-
Groom's Accessories	-	-	-	-	-
	-	-	-	-	-
Beauty	\$300.00				
Hair and Makeup	-	-	-	-	-
Manicure and Pedicure	-	-	-	-	-
Gratuity	-	-	-	-	-
	-	-	-	-	-
Rings	\$600.00				
Bride's Wedding Band	-	-	-	-	-
Groom's Wedding Band	-	-	-	-	-
	-	-	-	-	-

MANAGE CATEGORIES

DUE THIS WEEK
(No Payments)

THIS MONTH
(No Payments)


In your budget, you will have different line items including your wedding planner, venue, catering, etc. Within these items of pricing there will be an estimated price, actual price, different of the two, paid amount and balance due on the top in bold.

For all of the sections you can either add or delete any items you wish by hovering over a current item and clicking the (+) and then you will click "New Item" and type what you would like to add that will correlate with the section. For instance, for the Beauty section you can add makeup.

For the price points that are in gray, these are meant to keep you on track and within your budget for every section. The estimates will automatically be calculated for you, but if you'd like to change these you can go to "Manage

Categories" and uncheck "Enable Per-Category Budgets". This will provide a clean slate for your budget building if that is your preference.

To add a vendor invoice you would under the "Actual" section click on "+Add Invoice", and input the amount and due date to keep track. This will also appear in the vendor record once you do this under the contact tab under "invoice and payments", so you won't have to worry about inputting it twice.

TING CONTACTS <u>BUDGET</u> NOTES WEBSITE CATEGORIES			
BUDGET: \$30,000.00		Entered: -	
	Estimate	Actual	Diffe
Wedding Planner	\$3,000.00	+ ADD INVOICE	
+  Coordination Fees	-	-	
	-	-	
Engagement Party	\$0.00		
Engagement Party	-	-	
	-	-	
Bride & Bridesmaids Fashion	\$1,500.00		

To adjust your categories further or a category to your budget, you will go to the button "Manage Categories" on the top right corner, and you can either click the specific price you would like to edit or you can click on "Add Category" on the bottom middle and you can add anything else that you will need to pay for. Also, you can drag the sections to move their order if you want them organized in a different order.

CONTACTS
BUDGET
NOTES
WEBSITE
CATEGORIES

BUDGET: \$30,000.00

Wedding Planner

Coordination Fees

Engagement Party

Engagement Party

Bride & Bridesmaids Fashion

Wedding Gown

Alterations and Pressing

Bride's Jewelry and Accessories

Groom & Groomsmen Attire

Groom's Attire

Groom's Accessories

Beauty

Hair and Makeup

Manicure and Pedicure

Gratuity

ADJUST BUDGETS
CLOSE

With this worksheet you can adjust your overall budget and category budgets, while ensuring that it all adds up correctly.

BUDGET: \$30,000.00

☒ Enable per-category budgets

Category	Locked	Budget	Entered	Difference
Wedding Planner	<input type="checkbox"/>	\$3,000.00	-	\$3,000.00
Engagement Party	<input type="checkbox"/>	\$0.00	-	-
Bride & Bridesmaids Fashion	<input type="checkbox"/>	\$1,500.00	-	\$1,500.00
Groom & Groomsmen Attire	<input type="checkbox"/>	\$300.00	-	\$300.00
Beauty	<input type="checkbox"/>	\$300.00	-	\$300.00
Rings	<input type="checkbox"/>	\$600.00	-	\$600.00
Stationery	<input type="checkbox"/>	\$600.00	-	\$600.00
Venues	<input type="checkbox"/>	\$3,300.00	-	\$3,300.00
Officiant	<input type="checkbox"/>	\$300.00	-	\$300.00
Photography	<input type="checkbox"/>	\$1,500.00	-	\$1,500.00
Cinema	<input type="checkbox"/>	\$1,500.00	-	\$1,500.00
Catering	<input type="checkbox"/>	\$6,600.00	-	\$6,600.00
Cake	<input type="checkbox"/>	\$600.00	-	\$600.00
Bar & Beverage	<input type="checkbox"/>	\$1,200.00	-	\$1,200.00
Entertainment	<input type="checkbox"/>	\$3,000.00	-	\$3,000.00
Childcare	<input type="checkbox"/>	\$0.00	-	-
Transportation	<input type="checkbox"/>	\$300.00	-	\$300.00
Rentals & Decor	<input type="checkbox"/>	\$2,400.00	-	\$2,400.00
Florals	<input type="checkbox"/>	\$2,100.00	-	\$2,100.00
Favors & Gifts	<input type="checkbox"/>	\$900.00	-	\$900.00
Rehearsal Dinner	<input type="checkbox"/>	\$0.00	-	-
Brunch	<input type="checkbox"/>	\$0.00	-	-
Travel & Accommodations	<input type="checkbox"/>	\$0.00	-	-
Honeymoon	<input type="checkbox"/>	\$0.00	-	-
New Category Name		ADD CATEGORY		
Totals		\$30,000.00	-	-
Difference From Overall Budget		\$0.00		

\$30,000.00

MANAGE CATEGORIES

Due

DUE THIS WEEK

(No Payments)

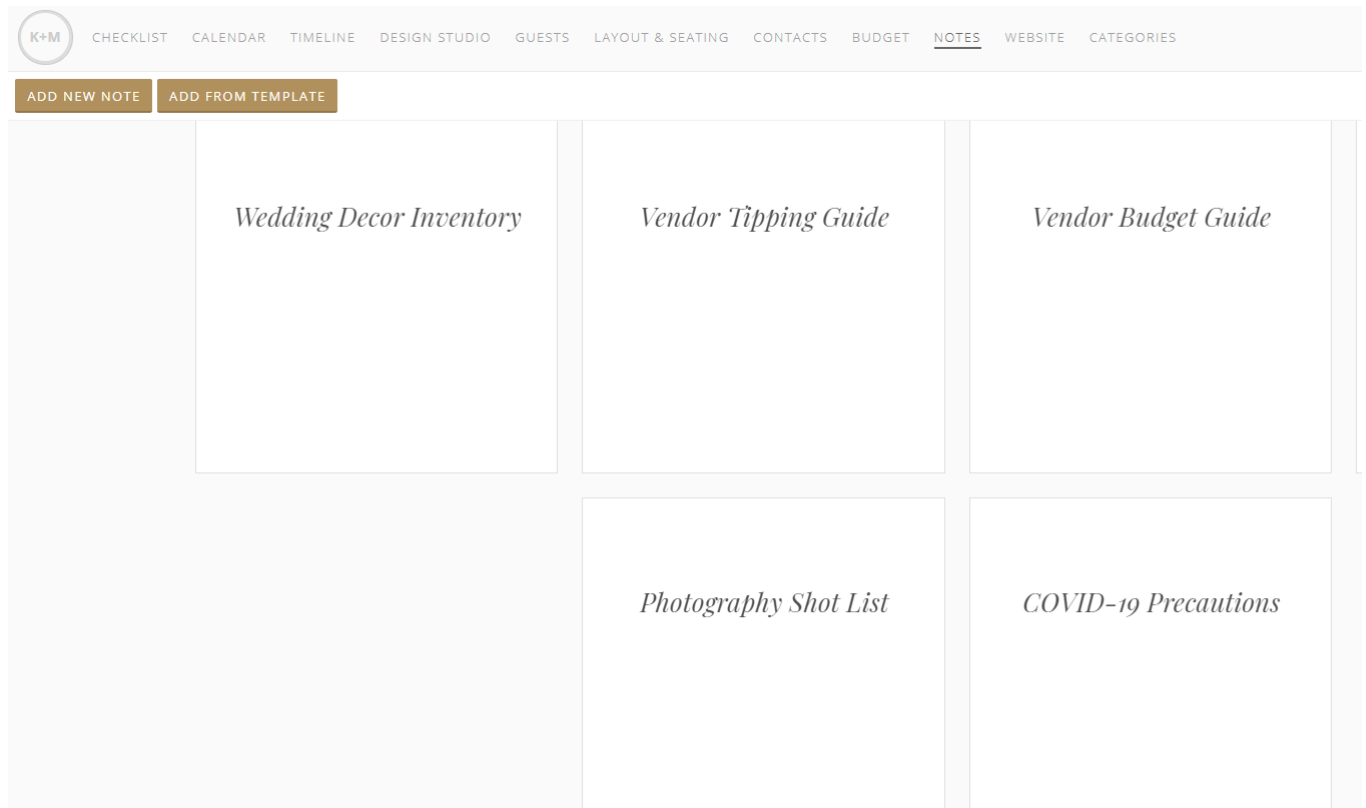
THIS MONTH

(No Payments)

Notes

In this section we include any notes that we would like you to be aware of that are important for you to review. The notes that we add to this include a Wedding Decor Inventory that you have to fill out before your final walkthrough. The wedding decor document will include all your personal decor items that you want us to set up for the day such as pictures, candles etc. In addition, we include the vendor Tipping Guide where it will give you an idea of how much you should tip each of your vendors, a Vendor Budget Guide detailing what your ideal budget would be for each vendor on the high and low end of the scale, a Preferred Vendor List of vendors that we loved working with and would recommend, a Photography Shot List of any shots you might want on your wedding day, and the COVID-19 Precautions that we are following. To read these notes, all you need to do is click the middle of the note name and it will

take you to the contents of the note. If you have any questions on the documents and what they say, we are here to assist you.

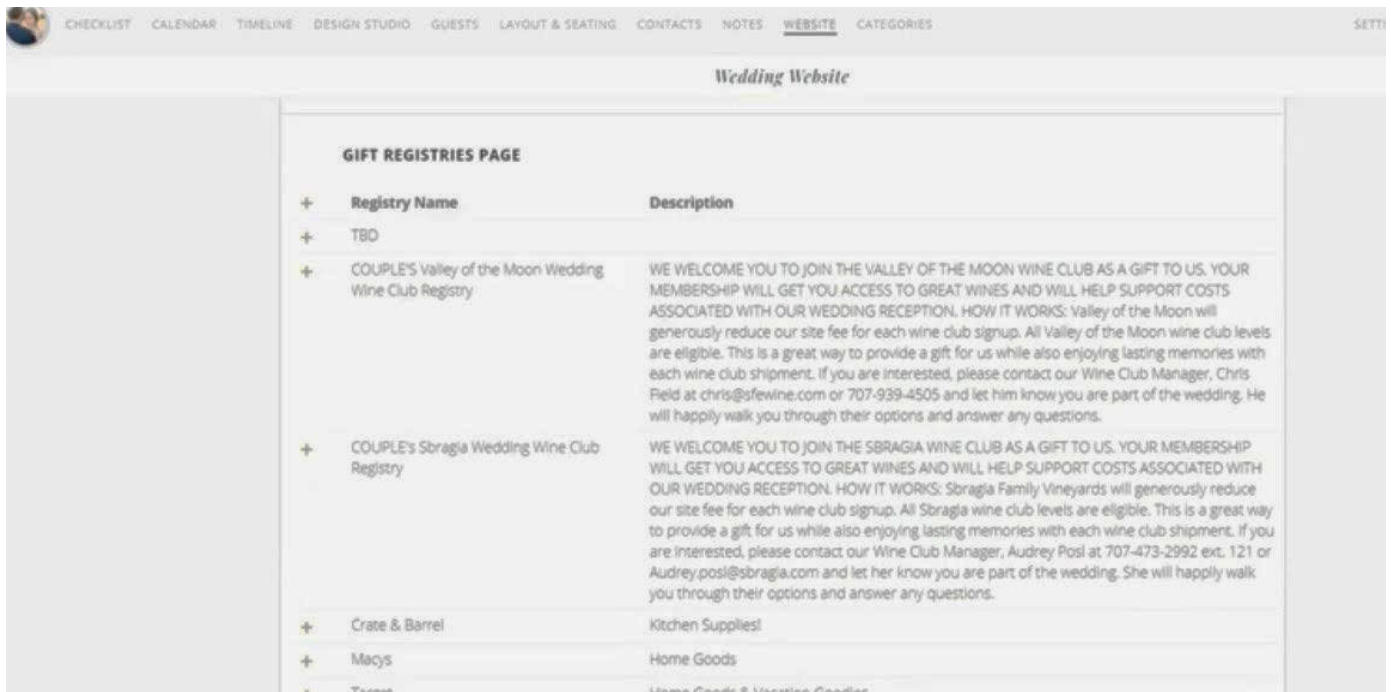


Another option that you can also utilize in the Notes section, is adding your own personal notes along with our notes of any reminders, to dos, or things that you would like your planner to be aware of. To add your own notes, you will need to press “Add New Note” in the top left corner. From there, you will need to add your note title, note category, and if you have any restrictions of who you want to see that note. Once you have added that information, you will click on the page “ Click here to begin editing this note” and you can start typing whatever it is you want to be included in the note for you and/or your planner to view.

Website

Aisle Planner offers a place to create your wedding website through your portal. Creating it through Aisle Planner provides an easier way to enhance your guests experience from the time they receive their invite to the website. Creating a website also allows guests to RSVP through the guest tool to look at your website upon sending their response. You can use this wedding website to share all of the wedding details that you wish to share with your guests including lodging, directions, travel tips, etc.

To create your website you will press the button "Create Your Website". Once you do this it will take you to your website settings where you can input all of the information you wish including your websites heading, imagery, story, travel information, and more. Once you finish your website, you will be able to publish it by checking the box on the top right and share it with all of your guests you've invited to the wedding through Aisle Planner.

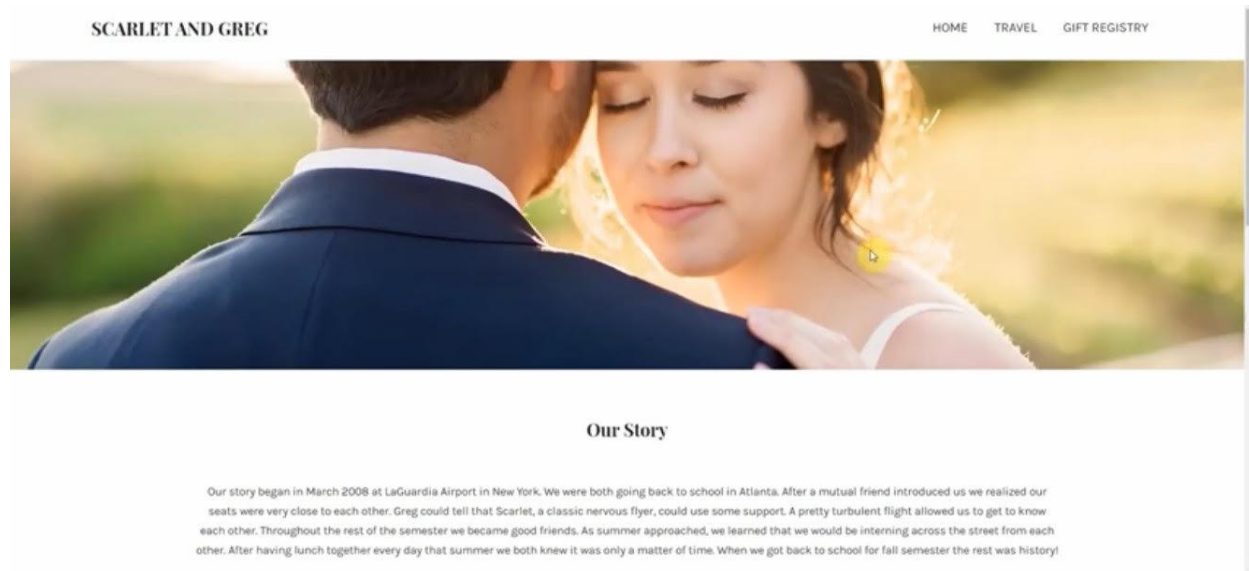


The screenshot shows the 'Wedding Website' settings page in Aisle Planner. The top navigation bar includes links for CHECKLIST, CALENDAR, TIMELINE, DESIGN STUDIO, GUESTS, LAYOUT & SEATING, CONTACTS, NOTES, WEBSITE (which is highlighted), and CATEGORIES. On the far right of the navigation bar is a 'SETTINGS' button. The main content area is titled 'Wedding Website' and contains a section for 'GIFT REGISTRIES PAGE'. This section features a table with two columns: 'Registry Name' and 'Description'. The table lists several registries, each with a plus icon to its left. The first registry is 'TBD'. The second is 'COUPLE'S Valley of the Moon Wedding Wine Club Registry', with a detailed description about a wine club membership. The third is 'COUPLE'S Sbragia Wedding Wine Club Registry', also with a detailed description. The fourth is 'Crate & Barrel' (Kitchen Supplies), the fifth is 'Macy's' (Home Goods), and the sixth is 'Target' (Home Goods & Vacation Goodies).

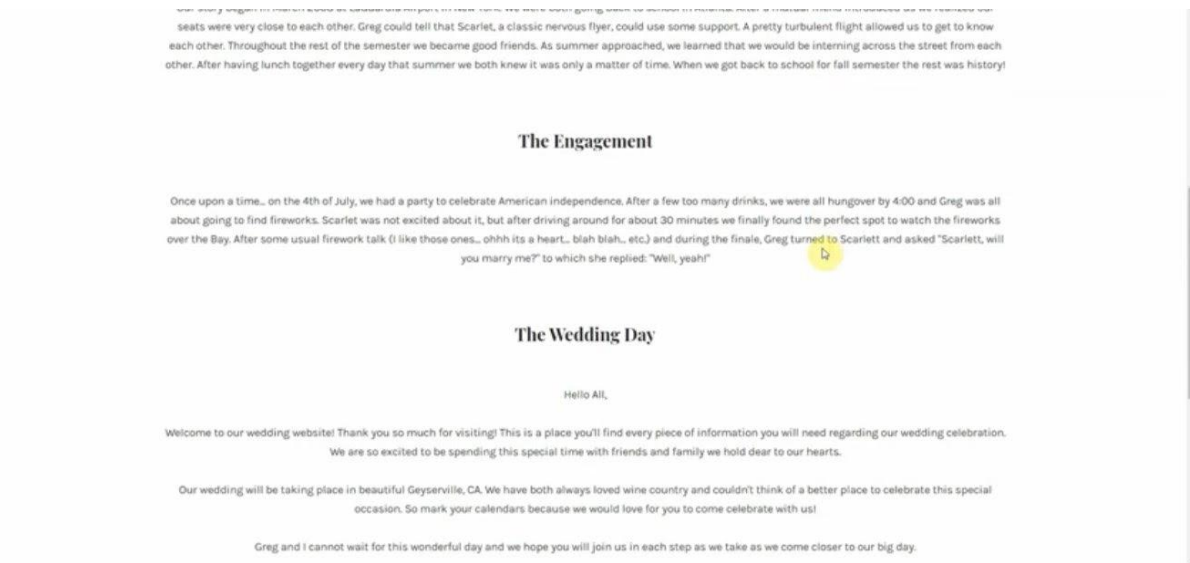
Registry Name	Description
TBD	
COUPLE'S Valley of the Moon Wedding Wine Club Registry	WE WELCOME YOU TO JOIN THE VALLEY OF THE MOON WINE CLUB AS A GIFT TO US. YOUR MEMBERSHIP WILL GET YOU ACCESS TO GREAT WINES AND WILL HELP SUPPORT COSTS ASSOCIATED WITH OUR WEDDING RECEPTION. HOW IT WORKS: Valley of the Moon will generously reduce our site fee for each wine club signup. All Valley of the Moon wine club levels are eligible. This is a great way to provide a gift for us while also enjoying lasting memories with each wine club shipment. If you are interested, please contact our Wine Club Manager, Chris Field at chris@sfewine.com or 707-939-4505 and let him know you are part of the wedding. He will happily walk you through their options and answer any questions.
COUPLE'S Sbragia Wedding Wine Club Registry	WE WELCOME YOU TO JOIN THE SBRAGIA WINE CLUB AS A GIFT TO US. YOUR MEMBERSHIP WILL GET YOU ACCESS TO GREAT WINES AND WILL HELP SUPPORT COSTS ASSOCIATED WITH OUR WEDDING RECEPTION. HOW IT WORKS: Sbragia Family Vineyards will generously reduce our site fee for each wine club signup. All Sbragia wine club levels are eligible. This is a great way to provide a gift for us while also enjoying lasting memories with each wine club shipment. If you are interested, please contact our Wine Club Manager, Audrey Posi at 707-473-2992 ext. 121 or Audrey.posi@sbragia.com and let her know you are part of the wedding. She will happily walk you through their options and answer any questions.
Crate & Barrel	Kitchen Supplies!
Macy's	Home Goods
Target	Home Goods & Vacation Goodies

Here are examples of what your wedding could look like:

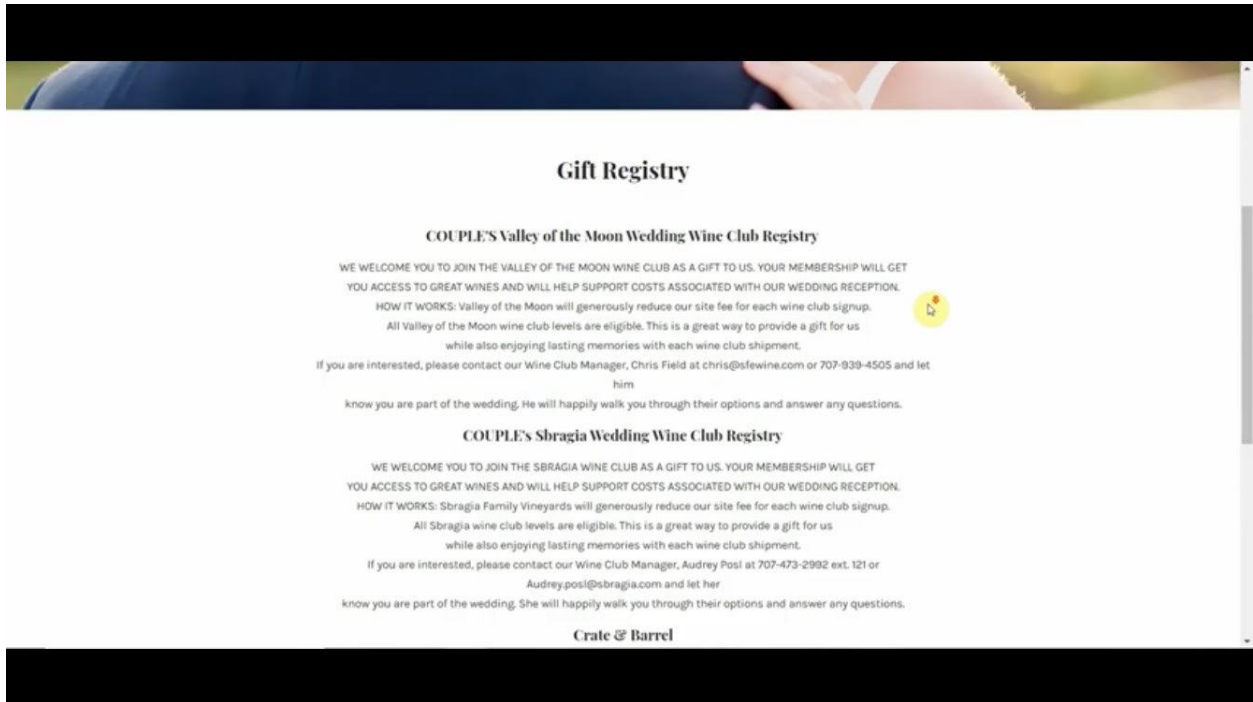
Add your story about how you met...



Make a section giving all the details about how the engagement went down...



Input your gift registry and wedding details for all your guests...



Communication

1) What is Aisle Planner's contact information if I come across any trouble?

Their email address is customercare@aisleplanner.com

2) When would your planner get Notifications?

Aisle Planner will send notifications when:

- A task is assigned to someone
- A task has been marked as completed
- A payment due date is approaching
- A comment has been added to an image, task or vendor

The default notification setting on your account will send both email and in-app notifications but you can also update your settings.

3) How to communicate in Aisle Planner?

Aisle Planner's communication tools are founded in the ability to comment. When you comment on a checklist item, image, or vendor file, you and your planner will receive both an email and in-app notification. If you leave a comment, your planner can respond simply by hitting reply in their email inbox.

The beauty of building the communication tools around comments is that it organizes everything. They won't have to dig through emails.