
SECURE

WEDDDING & EVENT PLANNING

Congratulations on your upcoming Wedding!!!!!!

The focus of Secure Wedding and Event Planning is to make sure all our bride's dreams on their wedding day goes as smooth as possible. It's our responsibility and experience to make every bride dream come true. The wedding day will be a reflection of all personalities of the couple and unique as possible, with all the designs and styles the bride have address. Our goal is to make your event beautiful and breathe taking from the beginning of the journey to the end of the planning process. We will meet at my office or any location that makes you comfortable. Secure Wedding and Event Planning is here for you. Call today for your free initial consultation. Call 804-255-3333. You can also email us at Secureweddingandeventplanning@gmail.com 3829 Williamsburg Road Richmond, Virginia 23223

ABOUT SECURE WEDDING AND EVENT PLANNING

Our goal is to connect with each couple to understand their adventure. We are highly professional and adequate, we give great attention and focus on all concerns of our clients. We will make sure that all individual remain stress free, happy and confident in the choice they have made to choose the perfect wedding planner. Allow us to turn your dreams into realities.

Nicole Robinson is the founder and owner of Secure Wedding and Event Planning. What inspired me the most to want to become a wedding planner. Was back in 2016 when started planning my wedding for 2017. I planned my whole entire wedding from picking the venue, finding a DJ, to food tasting, making the invitation, made all the bouquet's and most important the cake tasting. The process was so amazing, I enjoyed every moment of the process. For the past two years I've done event's for just family and friends which has made a impact on my life to follow my dreams. In 2018 I enrolled in classes at VCU for Wedding and Event Planning in Richmond, Virginia. Graduated in April 2018 as a Certified Wedding and Event Planner from VCU.

FULL SERVICE PLATINUM

PACKAGE 4,000.00

This package is for the Couples that wants nothing to do with planning hands off completely.

- In person consultation.
- Unlimited access to staff via phone or emails.
- Recommend professional to meet your needs.
- Recommendation for wedding venues and reception venues.
- Confirm details with professional prior to the wedding.
- Manage timelines and checklist.
- Coordination of rehearsal and rehearsal dinner.
- All day service the day of the wedding.
- Reception room layout.
- Attend all meeting involving the wedding process, except gown shopping and fittings.
- Create a budget, manage deposit schedule payments.
- Create a timeline for the wedding and share with all vendors.
- Provide materials which includes ceremony programs and menus.
- Confirm all details and arrival times for vendors and wedding party.
- Clean up after the wedding.
- 3 Staff members.

PARTIAL SERVICE YELLOW

PACKAGE 3,500.00

For the Couples who has done most of the initial planning and is unable to put it all together. Just needs someone to assist with putting it together.

- Will be up to four In-person consultations
- Unlimited access to staff by phone and email.
- Budget consultation.
- Contact negotiation and review.
- Confirm details with professionals prior to the wedding.
- Create and manage timeline and checklist.
- Coordination of the rehearsal up to 2 hours.
- Unlimited hours day of the wedding service.
- Reception room layout.
- Provide materials which includes ceremony programs and menus.
- Clean up after the wedding.
- 3 Staff members.

DAY OF BRONZE SERVICE

PACKAGE 2,000.00

For the Couples who has completed all the planning and wants to relax knowing that they hired a professional to take charge.

- Attend a site visit with the client to establish the direction and flow of the event style.
- Two face to face meetings/one of which will be the final collection of all element to be handle by the planner.
- Unlimited access to staff by phone or email.
- Talk about design, linen selection, rental items, props if any, cake delivery.
- Coordinate ceremony flow and formation with ceremony manager or representative and officiant.
- Talk with wedding party clients regarding timeline, wedding party expectations and my contact information.
- 1-hour coordination of a wedding rehearsal.
- Clean up after the wedding.
- 2 Staff members.

ADDITIONAL SERVICES

These services are additional, and prices will vary upon service. This service is to take the guess work out of party planning.

- Baby Showers.
 - Bridal Showers.
 - Candy Table Buffet
 - Assistance with Seating Charts or Boards.
 - Rental of Ring Pillow or Flower Girl Baskets.
- Contact us regarding pricing.

MARRIAGE LICENSE INFORMATION ELIGIBILITY

Availability:

[Online](#)

In Person

Who may marry in Virginia

The minimum age for marriage in Virginia is 18 years for both parties. Pursuant to Virginia Code Section 20-48, the only exception is if a minor becomes emancipated and presents a certified copy of the emancipation order from the Juvenile Court. Both parties must be present at the Clerk's Office and present a valid unexpired government issued photo ID (e.g. driver's license) to show their age.

Marriage License Application General Information

Marriage licenses are issued from 8:00am to 4:00pm, Monday through Friday in room 240 of the Henrico County Courthouse. Marriage licenses must be obtained within 60 days of the wedding date. Licenses may be purchased anywhere in the Commonwealth of Virginia and may be used anywhere in the Commonwealth. The marriage license fee is \$33.00. Payment is accepted in CASH ONLY. Debit and credit cards are not accepted for the payment of such fees. Blood tests are not required.

Marriage License Return

The minister or other marriage officiant must complete the marriage license form and return copies A and B to the Clerk's Office within 5 days after the ceremony. Upon receipt, the Clerk's Office will mail a certified copy of the marriage license to the couple. A copy of the marriage license will be retained by the Circuit Court Clerk's Office and the Virginia Department of Health, Division of Vital Records.

Copies of Marriage Licenses

Certified copies are \$2.50 each if picked up from the Clerk's Office during regular business hours, \$2.50 if you mail a request and send a self-addressed stamped envelope, and \$3.00 if mailed and you do not provide a self-addressed stamped envelope. Payment may be made by cash, check or money order (payable to the Circuit Court Clerk). Debit and credit cards are not accepted for the payment of such fees.

Certified copies of marriage certificates that were filed in the Commonwealth of Virginia can also be obtained from [Henrico Health Department](#) or the [Virginia Department of Health, Division of Vital Records](#), 2001 May will Street, Suite 101, Richmond, VA 23230. The general information number is 804-662-6200. After getting married, you may wish to change your name with the Social Security Administration and the Dept. of Motor Vehicles. You will need a certified copy of your marriage license to accomplish this.

For marriage licenses issued between July 1, 1997 and June 30, 2001: Virginia law requires that the Clerk's Office obtain written permission from the bride or groom before providing a copy to any party. Written permission is required even if the person requesting the copy is the bride or groom. Written requests for certified copies of a marriage license should include the following: groom's name, bride's maiden name, date of marriage, a self-addressed stamped envelope, a check or money order for \$2.50 made payable to the Henrico Circuit Court Clerk, and the notarized signature of the bride and/or groom. If the bride or groom's signature is not notarized, he or she should send a copy of a photo ID (preferably a driver's license) so that

the Clerk's Office may confirm identification before providing the requested copies. If a self-addressed stamped envelope is not provided, the fee is \$3.00 for the certified copy.

For copies of licenses issued prior to July 1, 1997 or after June 30, 2001: Access is not limited to only the bride, groom, or spouse. Written requests for certified copies should include the following: groom's name, bride's maiden name, or both spouses' names, date of marriage, a self-addressed stamped envelope, and a check or money order for \$2.50 made payable to the Henrico Circuit Court Clerk. If a self-addressed stamped envelope is not sent with your request, the fee is \$3.00.

Fees

The marriage license fee is \$33.00. Payment is accepted in CASH ONLY. Debit and credit cards are not accepted for the payment of such fees.

Links

[VA Office of Vital Records](#)

Online Service

[Online Marriage Application Form](#)

Disclaimer: The information contained herein is for informational purposes only and is not intended to be legal advice.

Contact Us

[Circuit Court Clerk](#)

Delivery Address

4301 E. Parham Road
Courthouse Bldg., Rm 240
Henrico, VA 23228

General Information

[\(804\) 501-4202](#)

Mailing Address

P. O. Box 90775
Henrico, VA 23273-0775

Category

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HOW TO GET MARRIED IN A VIRGINIA COURTHOUSE CIVIL CEREMONY

Are you looking to have a quick civil marriage at a courthouse in Virginia? This short article will guide you through the necessary steps and show you how easy it is to get married in Virginia.

What do I need to get married at a Virginia Courthouse?

You need two items:

1. A Virginia Marriage License
2. An Officiant / Marriage Commissioner

Virginia Marriage License – This will cost you \$30 and all you need to get one is an official ID (such as a driver’s license or passport). You can obtain your marriage license at any circuit courthouse in the Commonwealth of Virginia. If you are getting married here in the Virginia area.

Officiant / Marriage Commissioner After you have your license you will need someone to perform the quick civil ceremony who is licensed by the court. The circuit court and can perform a marriage ANYWHERE in the state of Virginia.

How old do we have to be to get married?

The minimum age for marriages in Virginia is 16 years old. However, if either of you is under 18 years of age, “consent to the marriage must be given in person by the father, mother or legal guardian of the minor.

Henrico County Circuit Court

4301 E. Parham Road

Courthouse Bldg. 240

Henrico, VA 23273-0775

VENDORS REFERENCE SHEET

VIDEOGRAPHY

- Memories Videography 3966 Springfield Road. Glen Allen, VA 23060
Contact 804-273-9044 / 1-800-789-4435
- Adroit Video Production 5803 Westbourne Drive. Richmond, VA 23230
Contact 804-833-8023 / adroitvideoproduction@gmail.com

PHOTOGRAPHY

- J & D Photo LLC 221 E. Clay Street. Richmond, VA 23129
Contact 804-384-0670 / info@j-dphoto.com
- Steve and Lily Photography 6008 W Club Ln. Richmond, VA 23226
Contact 804-243-0777

VENUE

- The Renaissance 107 W Broad Street # 300. Richmond, VA 23220
Contact 804-649-3373
- Historic Mankin Mansion 4300 Oakleys Lane Richmond, VA 23223
Contact 804-737-7773 / info@historicmankinmansion.com

FLORIST

- The Flower Guy Brno 1001 E Main Street. Richmond, VA 23219
Contact 804-223-2350
- Black Iris Floral Events 20 E Main Street . Richmond, VA 23219
Contact 804-495-6044

WEDDING DÉCOR RENTAL SERVICES

- Party Perfect 3210 W Marshall Street. Richmond, VA 23230
Contact 804-359-2400
- Classic Party Rentals of Virginia Inc. 9313 Burge Ave. Richmond, VA 23237
Contact 804-743-7980

WEDDING CONSULTATION FORM

If you are interested in Secure Event and Wedding Planning
please complete the consultation form!!

Bride's Name: _____

Groom's Name: _____

Contact Number's _____

Address: _____

Email Address: _____

EVENT INFORMATION

Wedding Date & Time: _____

Number of guest: _____

Wedding Location: _____

Event Colors and Theme: _____

Floral Estimate Budget: _____

Event Address if different from location: _____

Please tell us how many of the following people will be attending:

Maids of Honor ____ Bridesmaid ____ Groomsmen ____ Grandparents ____

Mother of the Groom ____ Mother of the Bride____ Flower Girls____

Father of the Groom ____ Father of the Bride ____ Ring Bearer ____

RECEPTION CENTERPIECES AND DÉCOR:

Number of Tables: _____

Style/Height Preference:

Describe your vision for the day:

Rental Items available if needed:

Glass Vases _____

Aisle Runners_____

Aisle Stands _____

Floating Candles _____

FULL SERVICE CONTRACT

SECURE WEDDING AND EVENT PLANNING

3829 Williamsburg Road

Richmond, VA 23223

This Agreement is made this day of _____, 20___. This letter follows our meeting, during which we discussed your wedding and my professional role in helping you plan. It is my understanding that you will retain me as a Professional Wedding Consultant and Wedding Day Coordinator for your wedding schedule.

Description of Service

As a consultant my role includes:

- Number of consultations with you via telephone or email.
- Assistance in budget determination and breakdown as needed.
- Discussion of the theme, color, style, and complete wedding design.
- Research of wedding professionals in each category that will fit your event style and budget. Provide you with suggestions and guidance in making final selections.
- Up to ___ hours of in -person consultation time throughout the planning process.

As a Wedding Coordinator my duties will include:

- Visit both ceremony and reception sites prior to the wedding.
- Development of a detailed wedding timeline and floor plan for contracted vendors and bridal party.
- Follow up telephone calls to all contracted vendors 1-2 weeks before the wedding day.
- Wedding Rehearsal Supervision ___ hour maximum.
- On-site coordination and supervision at the ceremony site and during the reception for up to ___ hours on the wedding day. An additional event manager on site the day of the wedding.

Please note that the service listed above do not include running any wedding related errands such as picking up or delivering attire, supplies or equipment, documents. As a client you will rely on me to work as many hours reasonably necessary to fulfill my obligation under this agreement.

Conditions:

- I understand that my role will be that of the advisor and coordinator. You will make the actual selections of service providers and I will implement those selections. You will make payments directly

to the service providers / vendors. I do not accept any commission from recommended vendors and cannot guarantee any service provider's performance or product.

- It is your responsibility to provide me with contact names, telephone numbers and any schedule changes for all services involved in the wedding ceremony/reception no later than 14 days prior or upon signing of this letter.
- I will not be liable for any changes made by you or your selected service providers. I will use my professional judgment when taking actions regarding changes, weather, tardiness or non-performance.

Fee & Payment Schedule

For my services you will pay me a total of \$_____. Payments will be made as follows. A non-refundable retainer in the amount of \$_____ upon signature of this letter of agreement \$_____ due on _____ 20____. \$ _____ due on _____ 20 _____. Two weeks prior to your wedding.

Term/ Termination

This agreement will terminate automatically upon completion of the services required by this letter.

Changes / Cancellations

Any changes made to this letter of agreement must be made in writing and signed by all parties. You may cancel this agreement, in writing for any reason. If the wedding is canceled, refunds are limited to Unearned fees, funds in excess of unused or non-refundable fees and out of pocket expenses.

Acts of God

If an act of God, such as a fire, flood earthquake or other natural calamity shall cause you to cancel your wedding I will require payment only for the time actually spent planning your wedding. I wish you all the happiness in the world and look forward to working you to make your wedding the most memorable day.

Sincerely,

Bride's Signature _____

Groom's Signature _____

Date: _____

Date _____

ESSAY

Secure Wedding and Events Planning will be a business based in Richmond, VA catering to those who live in the Virginia area. Being a new Certified Wedding and Event Planner I will be focusing on how to start my business and get clients that will allow me to make their dreams come true. My Goal is to attract clients that will love to go above and beyond the normal traditional weddings. Strive to be more unique and not just settle for any type of wedding, the sky is the limit.

The first year I would like to have enough clientele build up so that they can refer me to their family and friends to participate in making their wedding successful. I will also continue to educate myself in order to stay with the flow of upcoming challenges.

My fifth year I hope to be up in running and no longer working out of my home. The plan is to have a beautiful building with my company name where I can meet my clients in a professional setting and a full staff of coordinators to take control of events and the planning process.

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