

Wedding Coordination Teamwork Proposal

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Collaboration Proposal for [Couple's Names] Wedding

Dear [Recipient's Name],

I hope this message finds you well. As we embark on the exciting journey of planning the wedding for [Couple's Names], I would like to propose a collaborative approach to ensure we create a memorable experience for the couple and their guests.

Roles and Responsibilities

- **Coordinator:** [Your Name] - Main point of contact, overseeing logistics and timeline.
- **Vendor Manager:** [Recipient's Name] - Managing all vendor communications and contracts.
- **Design Specialist:** [Design Expert's Name] - Creating and implementing design concepts.
- **Guest Relations:** [Guest Manager's Name] - Handling guest inquiries and seating arrangements.

Meetings and Communication

To keep everyone on the same page, I suggest we schedule weekly meetings every [Day & Time]. These meetings will help us track progress and address any concerns.

Final Thoughts

I am excited about the opportunity to work together and would love to hear your thoughts on this collaboration. Together, we can ensure that [Couple's Names] have the wedding of their dreams.

Looking forward to your response.

Best regards,

[Your Name]

[Your Contact Information]