JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Wedding and Private Celebration Planning Training Course

28 March – 1 April 2027
Manama

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Wedding and Private Celebration Planning Training Course

Ref: 3058_116079 **Date:** 28 March – 1 April 2027 **Location:** Manama **Fees:** 5500 GBP

Wedding and Private Celebration Planning is a 1-week training course for wedding planners, luxury event producers and hospitality venue managers, who leave with a celebration master plan for a real wedding, engagement or family milestone. Families now commission larger, more personal celebrations with guests travelling from several cities, and expect discretion, cultural respect and precise timing. Jupiter Prime Training runs this course on wedding and private celebration planning.

Why Wedding and Private Celebration Planning Matters Now

Three forces shape this work. Hosts want celebrations that reflect family heritage and personal taste rather than a standard package, so every brief is different. Guest lists now cross borders and generations, bringing travel, dietary and ceremonial needs into one weekend. Suppliers such as florists, caterers, stylists and entertainers are booked months ahead and work under tight venue rules. A planner who handles this well earns referrals within close family networks; one who handles it badly faces cost overruns, upset relatives and lasting damage to reputation.

Who Gains Most from Wedding and Private Celebration Planning

- Planners responsible for turning a family's wishes into a costed and timed celebration
- Event producers who coordinate staging, lighting, décor and entertainment for private clients
- Venue staff who host ballrooms, gardens and private dining for wedding parties
- Hospitality coordinators who arrange guest travel, rooms and transfers

The largest gain comes when a venue's events team and its preferred planners attend together and agree how they share client care.

Wedding and Private Celebration Planning Capabilities

Participants turn a family conversation into a celebration that runs to the minute.

- Design a client briefing that captures taste, heritage, guest profile and spending limits — the hosting family
- Assess venues and suppliers against capacity, style, access and contract terms — the planner and venue
- Build a celebration budget with allowances, deposits and change tracking — the client and finance contact
- Specify guest logistics for travel, rooms, seating and special needs — the hospitality coordinator
- Apply discretion and cultural protocol to ceremonies, segregated spaces and photography — family elders and guests
- Test contingency plans for weather, supplier failure and timing slips — the on-the-day lead

Key Wedding and Private Celebration Planning Terms

- Client brief — the agreed record of the hosts' wishes, guest numbers, style and spending limits.
- Mood board — a visual collection of colours, textures, flowers and lighting that fixes the design concept.
- Supplier schedule — the list of every supplier with arrival, set-up, service and departure times.
- Seating plan — the layout assigning each guest to a table according to family ties and protocol.
- Run of show — the timed order of ceremony, entrances, speeches, meals and entertainment on the day.
- Rain plan — the prepared alternative layout and supplier changes used if outdoor conditions fail.

Wedding and Private Celebration Planning Day by Day

Day 1: Clients, Customs and Expectations

- Client Briefing Interview — Capturing Taste, Heritage And Guest Profile
- Cultural Customs And Ceremony Mapping — Respecting Family And Faith Traditions
- Discretion And Privacy Protocol — Protecting High-Profile Hosts And Guests
- Scope And Service Agreement — Setting Planner Responsibilities And Limits
- Decision Maker Map Within The Family — Agreeing Who Approves Choices

Day 2: Venues, Suppliers and Contracts

- Venue Site Inspection Checklist — Comparing Capacity, Access And Style
- Supplier Shortlist And Tasting Sessions — Selecting Caterers, Florists And Stylists
- Supplier Contract Terms — Fixing Deposits, Cancellation And Deliverables
- Entertainment And Officiant Booking — Matching Acts To Ceremony Tone
- Supplier Schedule Draft — Sequencing Arrivals And Set-Up Windows

Day 3: Design Concepts and Budgets

- Mood Board And Design Concept — Translating Family Taste Into Décor
- Floral, Lighting And Table Styling Plan — Balancing Effect And Cost
- Celebration Budget Sheet — Allocating Spend Across Venue And Suppliers
- Change Request Log — Controlling Late Additions And Upgrades
- Gift, Stationery And Favour Planning — Aligning Details With The Concept

Day 4: Guests and the Day Itself

- Guest List And Response Tracking — Confirming Numbers And Special Needs
- Travel, Rooms And Transfer Plan — Moving Guests Between Hotel And Venue
- Seating Plan And Protocol Order — Placing Families, Elders And Dignitaries
- Run Of Show Timeline — Cueing Entrances, Speeches And Service
- Rain Plan And Supplier Failure Routine — Recovering Without Guests Noticing

Day 5: Practising the Celebration Master Plan

- Case Wedding Brief — Applying Client Interview And Customs Mapping
- Venue And Supplier Selection Exercise — Testing Contracts And Schedules
- Budget And Design Presentation — Defending Choices To A Demanding Family
- Post-Celebration Debrief And Settlement — Closing Supplier Accounts And Feedback
- Celebration Master Plan — Presenting The Complete Event For Family Approval

Applying Wedding and Private Celebration Planning After the Course

- Redesign your client briefing interview and service agreement for the next family enquiry.
- Build a reusable supplier schedule and rain plan template with your preferred venue.

Wedding and Private Celebration Planning Questions FAQ

What is wedding and private celebration planning, and why does it matter now?

Wedding and private celebration planning is the briefing, design, budgeting and coordination of weddings and family occasions. It matters now because hosts expect personal, culturally respectful events with guests travelling from many places.

Which roles gain most from wedding and private celebration planning training?

Wedding planners, private event producers, venue event staff and hospitality coordinators gain most. You benefit if you meet families, book suppliers or run celebrations on the day.

How does wedding and private celebration planning differ from corporate conference or event logistics courses?

A wedding and private celebration planning course centres on family clients, customs, design and guest care. Conference courses address business objectives and delegates, while logistics courses address freight and site build.

What do you bring back from wedding and private celebration planning training?

You bring back a celebration master plan for one of your own events. It joins the brief, suppliers, budget, guests and run of show in one document.

Wedding and Private Celebration Planning: The Way Forward

The celebration master plan first informs the choice of venue and the deposits agreed with key suppliers. Planners, venue staff and hospitality coordinators use it from the first family meeting to the final settlement. After the first celebration, revisit the budget and run of show against what actually happened, then refine allowances and timing for the next family.