



S O U T H E R N  
**eLEGANCE**  
INC.  
EVENTS & WEDDINGS

## *Moderate Planning Package*

### **Pre-Wedding Day**

- **Five {5} Client/Planner meetings**
- **Seven {7} Vendor meetings for the wedding planner to attend in the categories of your choice: DJ; Florist; Caterer; etc.**
- Unlimited contact via email
- Monthly email “check-ins” to ensure the planning is running smoothly and on track
- Receive a general checklist
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc. with all vendors
- Detailed timeline will be sent one week prior to your wedding day to all vendors for review
- Confirmation of all wedding vendors
- Etiquette advisement, as requested
- Assistance with wording of all stationary
- Review current budget, and help make any necessary changes, adjustments, or cost cutting suggestions
- Event design, theme and décor assistance
- **Tracking RSVPs**
- **Food and Beverage assistance**

### **Wedding Rehearsal**

- Coordinate ceremony rehearsal {1 hour}
- Distribute extremely detailed wedding day itinerary to wedding party, family, and attendants
- Collect/Coordinate final payments for specific vendors
- Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. {prior to wedding or day of rehearsal}

### **Wedding Day**

- One assistant coordinator
- Manage the flow and timing of the ceremony and reception {until cake cutting}
- Act as liaison between wedding party, family members, and vendors
- Use of extensive Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations or emergencies

### **Ceremony {2 Hours}**

- Distribute bouquets and pin flowers on attendants & family members
- Direct photographer, videographer, musicians, rentals, florists, etc. of where to set up
- Oversee set-up of the ceremony to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Set up all ceremony décor not handled by a specific vendor {i.e. guest signing item, unity candles, programs, pictures, etc.}
- Direct Ushers with programs and seating distribution
- Line up and cue wedding party/musicians for ceremony
- Give marriage license to officiant & wedding rings are present
- Collect all personal wedding items and gifts and deliver to reception site or designated person

### **Cocktail Hour & Reception {6 hours - set up through cake cutting}**

- Set up all reception décor not handled by a specific vendor {i.e. favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts table design, disposable cameras, etc.}
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Bustle wedding gown
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events {i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.}
- Cue Bride and Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly

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