



S O U T H E R N
E L E G A N C E
I N C .
E V E N T S & W E D D I N G S

Full Planning Package

Pre-Wedding Day

- **UNLIMITED Client/Planner contact**
- **UNLIMITED Vendor meetings**
- 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
- **Budget construction & analysis**
- **Budget management {tracking of all payments and due dates}**
- **Invitations assembly and mailing {postage not included}**
- **Venue research and selection after understanding your vision, style and budget, SEI will schedule site visits.**
- **SEI will assist with securing and finalizing the details once you've chosen your perfect wedding location**
- **Full event design, theme, and concept development – We will ensure your wedding design has a cohesive feeling from beginning to end. This includes, but is not limited to, invitations, floral design and décor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc.**
- **Assistance in scheduling alteration sessions with wedding planner attendance at all final fittings**
- **Negotiate special hotel rates and rooms blocks for out of town guests**
- **Assistance in arranging all transportation needs**
- **Favor assembly {not including cost of supplies}**
- **Assemble & deliver welcome baskets/gift bags {not including cost of supplies}**
- **Research activities and special events for out of town guests**
- **Rehearsal dinner location research, selection, and coordination**

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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