



SOUTHERN GRACES



FULL SERVICE
PLANNING

{Design, Florals, & Coordination}



Southern Graces'
Full-Service Planning
is designed to take all the stress out of planning your wedding. We handle every detail, big or small, and keep detailed records for you so you know exactly what's going on every step of the way. It's your engagement, you should enjoy it!

Here's a glimpse of what we do for our couples...



Let's Get Started...

PHASE 1

- Initial consultation to capture your needs, vision, style, and story
- Personalized recommendations of venues & services based on your needs, style, & budget
- Vendor research for all wedding related needs, including quotes and our industry experience comparisons
- Complete design oversight and recommendations for all wedding related décor, including but not limited to: stationary, rentals, food & beverage, DIY ideas and layout for ceremony and reception
- Oversight of vendor negotiations, while serving as the main point of contact throughout your planning process
- Review of service contracts {dot the I's and cross the T's}
- Assistance with selection of bridal party and family gifts
- Design, assembly, addressing, and mailing of engagement party invitations, wedding invitations, and RSVPs {printing available at cost}
- Printing and preparation of programs, dinner menus, drink tags, weekend booklets, weekend timeline, and printed bar sign
- Easy to use SG Wedding Forms for ease of planning {Guest list Address Spreadsheet, Things to Remember to Bring, etc.}
- Organize and track hotel accommodations and means of transportation to and from wedding locations as desired
- Includes monthly meetings with your personal Wedding Planner {either conference call or in-person, whichever is more feasible}

It's all in the Details...

PHASE 2

- Tasting to get a sneak preview of your food and/or cake.
- Meeting to walk through your venue and discuss your diagram & layout
- Pre-plan your wedding ceremony, processional, and recessional
- Pre-plan your reception events & flow of the celebration
- Wedding weekend timeline creation & distribution to vendors
- Condensed wedding weekend timeline created and emailed to the bride for distribution to your bridal party & family; hard copies distributed at ceremony rehearsal
- Wedding weekend booklets created and delivered to hotels for out of town guests
- Vendor communications, confirmations, and final payment verification
- Final meeting with Bride (week-of) for finishing touches to your upcoming wedding weekend

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The Big Weekend is Here!

PHASE 3

- Deliver welcome bags / weekend booklets to hotels for out of town guests
- Facilitate your wedding ceremony rehearsal
- Available the day of wedding for up to 14 hours
- Manage wedding day according to established guidelines & timeline
- Private Bridal Concierge provided at no extra costs to the bride, to check-in when bridal hair & make-up begins, deliver food for bride & bridesmaids, assist with dress & any needs that may arise
- Point of contact for all vendors, family, attendants, and guests
- Access to our Wedding Day Emergency Kit
- Distribute final payments, thank you notes, & gratuities to all applicable vendors
- Work closely with vendors to ensure the seamless continuity of prepared timeline
- Oversee breakdown and clean-up of event
- Ensure that all equipment and personal items depart with the appropriate vendors and/or family members

*Every Good Party Must
End Sometime!*

PHASE 4

- Follow up with venue for final review and any left behind items

TOTAL COST FOR FULL-SERVICE PLANNING

\$2,995

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*To book Southern Graces as your
full-service Wedding Planner, email
Hello@SouthernGraces.com today!*