



## SOUTHERN GRACES

# IT'S ALL IN THE (PLANNING) DETAILS

### FULL SERVICE (PLANNING, DESIGN, & COORDINATION)

#### PHASE 1 - LET'S GET STARTED

- 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
- Design plan for ceremony and reception
- Oversee negotiations with vendors, while serving as main point of contact thru planning process
- Review of service contracts {dot the I's and cross the T's}
- Assistance with selection of bridal party and family gifts
- Assemble, address, and mail wedding invitations
- 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 client {conference call or in-person}

#### PHASE 2 - IT'S ALL IN THE DETAILS

- Tasting to get a sneak preview of food / cake.
- Meeting to walk thru venue; discuss diagram & layout
- Pre-plan ceremony, processional, and recessional
- Pre-plan reception events & flow of the celebration
- Wedding weekend timeline creation & distribution to vendors
- 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 wedding weekend



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### PHASE 3 - THE BIG WEEKEND IS HERE!

- Delivery of welcome bags / weekend booklets to hotels for out of town guests
- Facilitate wedding ceremony rehearsal
- Available the day of wedding for up to 12 hours
- Manage wedding day according to established guidelines & time line
- Private Bridal Concierge provided at no extra costs to the bride to check-in when bridal hair & make-up begins, deliver food for bride & maids, assist with dress & any needs
- 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

### PHASE 4 - EVERY GOOD PARTY ENDS SOMETIME!

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