



## SOUTHERN GRACES

# IT'S ALL IN THE (PLANNING) DETAILS

### WEEK-OF 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 recommendations for all facets of wedding plans. We provide you with professional, experienced vendors, but you do the leg-work and contract negotiations.

Easy to use SG Wedding Forms for ease of planning {Guest list Address Spreadsheet, Things to Remember to Bring, etc.}

#### 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

Vendor communications, confirmations, and final payment verification

Final meeting with Bride week-of for wedding weekend

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

Facilitate wedding ceremony rehearsal

Available the day of wedding for up to 10 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 & maids, assist with dress & any needs

Point of contact for all vendors.



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### PHASE 3 - THE BIG WEEKEND IS HERE! (CONTINUED)

- 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