



Full Service Package



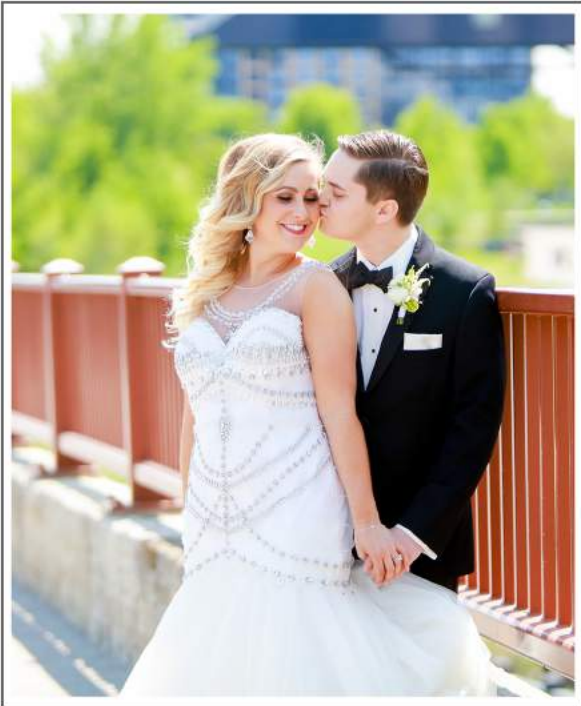
Full Service Package: \$4,975

Did you just get engaged and don't know where to begin? Do you live out of the area? This package is for the couple that wants expert advice from the beginning to the end of the wedding planning process. We'll help you find your venue and execute every detail of your day. Your Wedding Planner will assist you with everything all the way through your special day!



Full Service Package

On average of 50 hours of Pre-Planning time with your Consultant.



COMMONLY USED FOR

- Comprehensive Wedding Design
- Curation of Rental Items to fit Design Lookbook
- Budgeting
- Venue Selection
- Additional Day of Hours
- Pick/Up or Return of Rental Items (as possible)

FROM THE DAY YOU SIGN ON...

- Unlimited email correspondence with your wedding planner.
- Personalized Vendor Recommendations based on your wedding needs.
- Exclusive, pre-negotiated discounts with all Preferred Vendors.

THE MONTH OF YOUR WEDDING...

- Initial timeline meeting with your consultant
- Develop a thorough, detailed timeline of the entire day
- Assistance creating an “essential shot list” for your photographer (if requested)

THE WEDDING WEEK

- Final timeline meeting with your consultant (review with a fine-tooth comb to ensure every detail is taken care of)
- Phone calls placed to each hired vendor to confirm details, timeline and contracts
- Distribution of timeline to all appropriate people to ensure everyone knows the plan for the day
- Attendance and coordination at wedding rehearsal (if requested)



A LA CARTE ITEMS

- Comprehensive Wedding Design and Personalized Wedding Lookbook
- Additional event planning (engagement parties, rehearsal dinner, post-wedding brunch).
- Wedding website creation and management
- RSVP management
- Tasks with extensive assembly (welcome bags, stationery/invitation management)
- Travel and accommodation fees additional (if applicable)

WEDDING DAY (2 PLANNERS, UNLIMITED HOURS)

- Availability to do day-of errands if needed (this starts your contracted hours for the day)
- Act as the “go-to” person for vendors and wedding party
- Manage all wedding day emergencies that arise
- Communicate with all vendors of proper placement and timing of services
- Ensure ceremony and reception sites are decorated as planned
- Set up guest book, unity candle, programs, favors, place cards and more
- Assist photographer in ensuring “essential shot list” is taken care of
- Manage the timing of events for the Bride and Groom, wedding party, family, vendors and guests
- Access to fully-stocked emergency kit
- Round up and cue wedding party when it is time to walk down the aisle
- Ensure musicians are cued appropriately for pace and timing of the ceremony



- Arrange for items from the ceremony to be brought to the reception site (if applicable)
- Ensure marriage license is signed and in the proper hands to be notarized
- Arrange for personal items in “getting ready” spaces to be removed and brought to the right person
- Make certain all last minute touches and decorations are taken care of at reception site
- Answer all guests’ questions graciously throughout the day acting as your host
- Cue timing of all events at reception as determined by you
- Confirm all vendors complete obligations and receive final payments at completion of their job
- Ensure the day runs as scheduled and all special moments you desire are included
- Ensure you are organized and packed up for your exit at the end of the night
- Transfer gifts to a secure location and ensure they are removed by your pre-determined person
- Arrange for all special items to be removed and held for you (cake topper, guest book, table décor, etc.)

"From the first moment that I talked to Elisa, I knew that this was going to be one of the best decisions that we made regarding my Daughter's wedding! She has great ideas, she's patient and easy going and most of all she is organized to a tee!! My Daughter's wedding was last weekend and unless there's something that I don't know about, it went off without a hitch!! This is in great part due to Elisa's hard work. We had meetings to get the schedule just about down to the minute, however, nothing came off as appearing so scheduled. It just flowed. Anything that needed to be done, there she was (usually without even having to be asked)! If I had another Daughter, the first thing that I would do after she got engaged, would be to call Elisa!!"

-Marissa

*Package Starting at \$4,975 - Additional hours will
be at the rate of \$125.00/per hour*

*Simply Elegant Office Hours: 10:00 AM- 6:00 PM
& Closed for All Major Holidays*

