

the
SIMPLY ELEGANT
GROUP

DAY OF PACKAGE



ARE YOU A DIY BRIDE OR GROOM?

Do you want to take the lead planning but want to let someone else worry about executing your wedding day? You want to be present, stress-free, and of course save money along the way! This package will help you plan your wedding efficiently and allow you to have a worry free wedding day too! | \$1675

DAY OF PACKAGE

PACKAGE DETAILS

- Email correspondence 60-days from your date
- Full list of Preferred Vendors in all categories
- Exclusive, pre-negotiated discounts
- Personalized online tools + wedding workbook
- Timeline meeting with Planner at 30-days out
 - + Develop a thorough, detailed timeline of the entire wedding day and evening
- Venue walkthrough
- Vendor confirmations
- Timeline meeting with Planner at 10-days out
- Distribution of timeline to vendors
- Attendance + coordination at wedding rehearsal (*if requested)
- Ten hours of Day of Coordination on your wedding day
 - + Inclusive of two Lead Planners



ON YOUR WEDDING DAY

- 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 set prior to guest arrival
- Light set-up such as: guestbook, unity candle, programs, favors, placecards, etc.
- Manage timing of events for the couple, wedding party, vendors and guests
- Access to fully-stocked emergency kit
- Round-up and cue wedding party for ceremony
- Cue musicians appropriately for place and timing of ceremony
- Arrange for items to be brought from the ceremony to reception site [*if applicable]
- Ensure marriage license is signed and in the proper hands to be filed
- Arrange for personal items in “getting ready” spaces to be removed and handled
- Make certain that all last minute touches and decor are set for your reception
- Answer all guests’ questions graciously throughout the day acting as your host
- Cue timing of events and special moments during reception as planned
- Confirm all vendors complete obligations and receive final payments
- Ensure you are organized and packed-up for your exit at the end of the night
- Transfer gifts and items to your pre-determined person



**CELEBRATE WITHOUT THE
STRESS AND KNOW THAT
WE HAVE IT COVERED!**

DAY OF PACKAGE



"On the wedding, our planner and her assistants did so much behind the scenes work! Our wedding day went SO perfectly and smoothly. My husband, myself and our parents truly enjoyed the day without a single worry or interruption, and I have Simply Elegant to thank for that! Do not plan your wedding without them!" - Caitlin M.

A LA CARTE

Unlimited email correspondence

Comprehensive Wedding Design

RSVP Management

Personalized Budget Assistance

Travel and accommodation fees [*if applicable]

Additional event planning [rehearsal dinner, brunch, etc.]

Tasks with extensive assembly [welcome bags, invitations, etc.]

PACKAGE STARTING AT \$1675

ADDITIONAL HOURS ARE \$125/HR