

*the*  
**SIMPLY ELEGANT**  
GROUP

DAY OF PLUS PACKAGE



WANT MORE PLANNER INVOLVEMENT?

Our Day of Plus Planning Package is for the couple that wants help beyond organizing the month of the wedding. Need additional insight on decor or help with the budget? Need recommendations and more involvement with vendors? This package provides extra hands-on guidance, support and pre-planning time!! | \$2675

# DAY OF PLUS PACKAGE

## PACKAGE DETAILS

+ 10 PRE-PLANNING HOURS

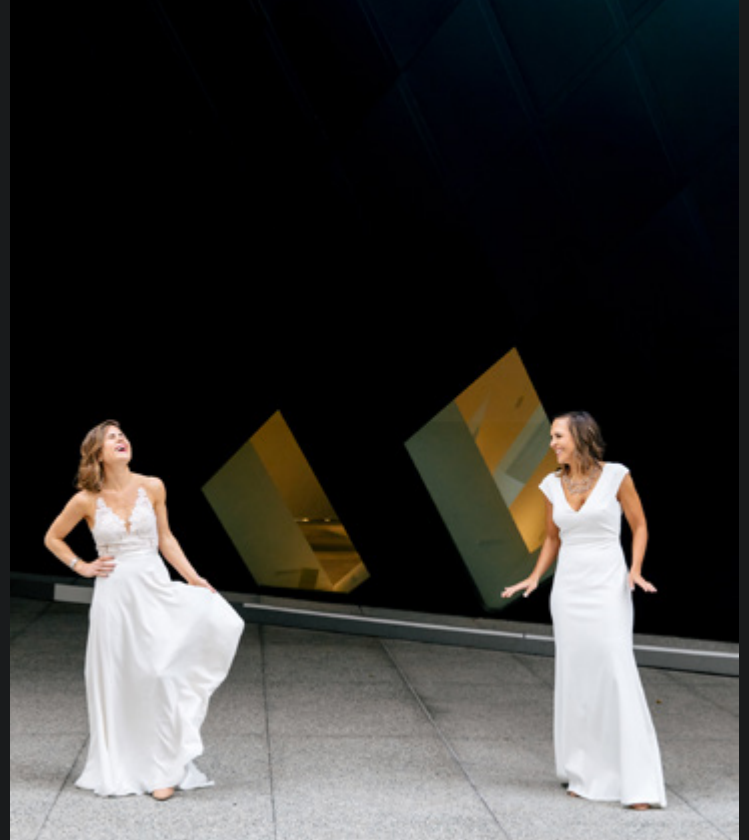
[used at the clients discretion]

### COMMONLY USED FOR

- Budget Assistance
- Personalized Vendor Recommendations
- Custom Design Moodboard
- Vendor Involvement / Attendance
  - \* *Floral Design, Rental Items, etc.*
- Additional Day Of Hours

## PLUS

- Monthly email correspondence
- Full list of Preferred Vendors in all categories
- Exclusive, pre-negotiated discounts
- Personalized online tools + wedding workbook
- Initial timeline meeting with Planner at 30-days out
  - + Develop a thorough, detailed timeline of the entire day
- Venue walkthrough
- Vendor confirmations
- Final timeline meeting with Planner at 10-days out
- Distribution of timeline to all 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

**DON'T WORRY ABOUT A  
THING. THAT'S WHAT WE  
ARE HERE FOR!**





# DAY OF PLUS PACKAGE



"Our planner was amazing. In so many ways we don't at all know what we would have done without her. Simply Elegant does an incredible job of providing structure, templates, checklists and all the support you need to make planning the biggest event of your life feel effortless! We couldn't have pulled this off without them!" - Melissa B.

## 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 \$2675**

**ADDITIONAL HOURS ARE \$125/HR**