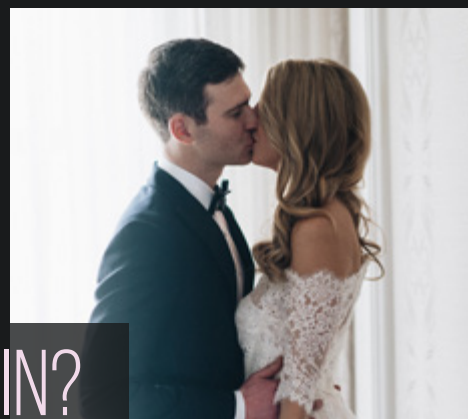


the
SIMPLY ELEGANT
GROUP

SIGNATURE PACKAGE



DON'T KNOW WHERE TO BEGIN?

Do you live out of town, planning from afar? This package is for the couple that wants expert advice and planner involvement during the process!! We can help you find your venue, curate your wedding design, assist with setting your budget, connect you with vendors and provide guidance during your planning process | \$4975

SIGNATURE PACKAGE

PACKAGE DETAILS

+ 50 PRE-PLANNING HOURS

[used at the clients discretion]

COMMONLY USED FOR

- Venue Selection
- Budget Assistance
- Comprehensive Wedding Design
- Vendor Involvement / Attendance
 - * *Floral Design, Rental Items, etc.*
- Additional Day Of Hours

PLUS

- Unlimited email correspondence
- Full list of Preferred Vendors in all categories
- Exclusive, pre-negotiated discounts
- Personalized online tools + wedding workbook
- Personalized vendor recommendations tailored to you
- 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)
- Unlimited 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



**WEDDING PLANNING.
MADE SIMPLE.**

SIGNATURE PACKAGE



“Working with The Simply Elegant Group was one of the best decisions I made of my entire wedding. They not only provide phenomenal vendors, but they make sure they are within your budget, and even better they go beyond the call of duty! The team at Simply Elegant gets to know you and makes sure that the day you have been dreaming of is better than you could ever imagine! I highly recommend The Simply Elegant Group to every single bride, it really was our best day ever” - Nicole C.

A LA CARTE

RSVP Management

Travel and accommodation fees [*if applicable]

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

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

PACKAGE STARTING AT \$4975