



## Elegant Savannah Weddings

### **Partial Planning Package**

#### **Preparation From Date Securing Services:**

- Access to our exclusive wedding planning documents including Planning Timeline Checklist and Suggested Vendor List
- One in person or virtual consultation at any point to meet & ascertain vision for the day, cover details already confirmed and those which still require attention
- Unlimited consultations via email or phone

#### **Three Months Prior to Wedding Date:**

- One in person or virtual meeting to go over & finalize details of Clients' event
- Review contracts on behalf of client
- Make final suggestions based on availability, budget, and prior experience with vendors
- Confirm final details with event professionals
- Schedule and attend final walk through of venue
- Produce suggested layout diagrams if still needed for both ceremony and reception based on final guest count & seating wishes of the client

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## Ten Days Prior to Wedding Date:

- Continue finalizing details that require attention
- Produce a detailed wedding timeline for all events to include rehearsal ceremony, ceremony, & reception
- Provide all vendors with detailed wedding day timeline and obtain confirmation of all details with every relevant party
- Confirm menu selection and final guest-count with caterer / reception venue

## Rehearsal Ceremony:

- One hour allotted to cover all details of ceremony with wedding officiant, client(s), & wedding party. **\*Elegant Savannah Weddings highly suggests the Clients' chosen officiant attends rehearsal & will not be held responsible if officiant does not attend**
- Go over logistics with venue manager
- Practice processing, recessing, & reading of ceremonial vows with our experienced, professional assistance & advice
- Provide all rehearsal ceremony guests with a detailed printed timeline. Answer any questions that may arise from timeline
- Take possession of all décor and personal items (favors, marriage license, escort cards, guestbook etc.) to begin setup early the following morning

## Day of Event:

- Be available to Bride, Groom, Family and Bridal Party via phone from 7.00am, and in person from 8.00am.
- Full wedding day coordination for ceremony and reception for a period of up to 16 hours
- Two professional, experienced wedding planners available for the wedding day. One available from 7:00 AM & when venue allows vendors to begin setting up to end of night breakdown. A second available mid-day to continue set up & assisting day of duties to breakdown
- Set up all personal ceremony & reception decoration **\*Any "Do It Yourself" items or vendors (for example, doing your own florals without floral staff or sourcing your own rentals without rental staff) that are to be completed by the client or expected of Elegant Savannah Weddings to complete on the day of the event must be agreed upon beforehand and may be subject to an additional fee based upon the scope of work**
- Coordinate all ceremony activities as per established timeline of events (processional, music, photography, etc.)
- Coordinate all reception activities as per established timeline of events (introduction / entrance of Bride and Groom, welcome speech, dinner service, toasts, cake cutting, formal dances etc.)

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- Distribute any final payments or gratuities to vendors (paid by client)
- Ensure all vendors (caterer, photographer, Hair & Makeup, DJ / band, etc.) arrive at previously arranged time, direct & assist them with set up
- Final inspection of all aspects of ceremony and reception set-up as per discussions and instructions with / from Bride and Groom
- Control time management for all aspects of the day, including coordinating with vendors, wedding party and family
- Help pin on boutonnieres and corsages
- Serve as the point person for every vendor throughout the event
- Access to our professional emergency bag (safety pins, tape, etc.)
- Attend to any and all guests requiring special assistance
- Take charge of clean-up of ceremony and reception locations and collection of all personal and décor items
- Oversee all transportation arranged by client
- Coordinate safe collection and transportation of gifts, cards, marriage license and personal items to designated hotel room, vehicle, or other previously established location

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