



FULL SERVICE PLANNING + DESIGN

Our most popular package! This package is for the discerning couple who values experience and understands the importance of hiring a professional. They see wedding planning as an investment and want every detail of their special day to be perfect!

Pricing Begins at \$8,000

SERVICES PROVIDED

INITIAL CONSULTATION

- The initial consultation will be a detailed in-person meeting to discuss your wedding style and budget from top to bottom
- If you are comfortable with it, we like to host this meeting at your home/apt if possible, so we can get a better sense of your style!
- At this meeting we will collaborate with you to come up with the overall vision of your wedding and start brainstorming elegant and creative ways to wow your friends and family
- We will also go over the planning and coordination process so you know what to expect over the coming months

ORGANIZATIONAL TOOLS + PLANNING SERVICES

- Create a detailed and personalized wedding budget
- Negotiate all vendor contracts to make sure they are in line with budget proposal
- Maintain budget and update as needed
- Keep track of wedding-related payments
- Create personal planning timeline that outlines monthly to-do lists
- Oversee the completion of all monthly tasks
- Manage all RSVPs if needed
- Draft a well-organized day-of wedding timeline and coach vendors on its contents
- Create a contact list to distribute to vendors for ease of communication
- Create detailed floor plans for all events and distribute to all vendors
- Create and circulate directions, parking information and details specific to the venue to all vendors
- Create detailed schematics of seating, furniture layout and venue set up
- Assist with shot list for photographer and song list for band/DJ

SITE SCOUTING + MANAGEMENT

- Research potential wedding venue locations and determine availability and appropriate logistics of each
- Schedule and attend all potential venue walkthroughs
- Once venue is selected, schedule and attend all meetings pertaining to venue
- Develop and maintain relationship with on-site coordinator or venue site management
- Manage communications with venue and act as your liaison for any issues that arise
- Become knowledgeable about the requirements and restrictions within the venue contract(s) and ensure all permits, forms and other requirements are carried out

VENDOR SELECTION + MANAGEMENT

- We will provide you with an extensive and personalized list of recommended vendors whose pricing works within your budget and whose style complements the overall vision of your wedding
- The vendors we will recommend include, but are not limited to: caterer, photographer, videographer, officiant, florist, calligrapher, stationer, furniture rentals, linen rentals, tabletop rentals, musicians/band/DJ, transportation, lighting, sound/AV equipment, tenting, bar services, tailor, dress designer, hair and makeup, cake baker, and anything else you can imagine
- Set up and attend all vendor meetings

- Draft, review, and negotiate all vendor contracts and pricing
- Act as liaison between you and all vendors so you do not have to answer daily emails and phone calls
- Ensure vendors receive payments on time
- Provide vendors with detailed timelines, instructions, schematics and pictures as needed

EVENT CONCEPT + DESIGN

- We will collaborate with you to create one-of-a-kind, cohesive, and custom design concepts and color palettes for your wedding ceremony, cocktail hour and reception
- Creation and continual revision of an online design board based on our collaborative ideas
- Select, create and/or order all design components, including but not limited to: tents, linens, paper products, signage, props, furniture, lighting, customized favors and/or gift bags, flowers, cocktail napkins, aisle décor, candles, china, stemware, and silver
- Ensure that your design concepts are clearly communicated to other design-related vendors through detailed instruction
- Assist in selecting wedding fashion including bridal party attire, as needed
- Source any specialty items or artistic fabrications needed to complete the design of your wedding

FLORAL DESIGN

- We will work with you to concept your centerpieces, bouquets, bouts, and all floral installations
- All floral concepts will be added to the design board based on our collaborative ideas
- Work with your chosen floral designer to create a mockup of your table florals and overall wedding floral design for you to approve color, texture, design, and containers
- Work closely with the floral designer to create the look we have conceptualized for your wedding

PAPER SUITE

- Collaborate with you to create the concept for wedding invitations, RSVP cards, envelopes, menus, escort cards, programs, signage, and maps that meet your budget and style
- Assist with invitation wording and how to address invitations
- Provide etiquette advice relating to guest lists and invitations
- Assemble invitations (stuff and stamp), programs, menus, etc. to your specification
- Manage all RSVPs, if desired

MENU CREATION

- We will collaborate with you to create an original menu for cocktail hour hors d'oeuvres, reception seated dinner and late night snacks (if desired) that reflects your personal taste as well as the overall event
- Assistance with creation of custom cocktails
- Assist with the selection of wine, beer and spirits that pair with your menu
- We will work closely with the caterer to ensure the realization of the culinary vision

GUEST SERVICES

- Negotiate room rates and contract terms with hotels
- Research and negotiate transportation contracts for guest transportation if necessary
- Provide all guests with SoSig emergency cell phone number and answer any wedding related questions

- Assemble and manage distribution of customized out-of-town bags/gifts and welcome letters
- Ensure guests have accurate and helpful information about the wedding venue and surrounding area
- Create loose itinerary of fun local activities for guests

CEREMONY REHEARSAL MANAGEMENT

- Organize and lead wedding rehearsal including processional and recessional line up
- Meet with wedding party to discuss details of wedding day itinerary
- Oversee marriage license and make sure it gets signed!
- Coordinate with officiant if they can't attend rehearsal

WEDDING DAY MANAGEMENT + INSTALLATION

- Day-of Management will be provided by at least two SoSig coordinators on your wedding day
- Provide Bridal Emergency Kit (anything and everything you may need on your wedding day)
- Greet wedding vendors as they arrive and receive deliveries
Ensure that all vendors are fulfilling their contractual duties and act as their day-of contact
- Manage and install décor setup of all physical sites, including but not limited to ceremony, cocktail hour, and reception sites
- Assist wedding party, family and guests as needed
- Organize and distribute all personal flowers to wedding party, family members and special guests
- Attend sound check with musicians/band/DJ
- Distribute programs to guests and direct them from arrival area to ceremony
- Light candles and place table numbers, menus, place cards, favors, toasting glass, cake serving set, etc. per décor plan
- Setup escort cards and escort card table décor
- Setup guest book and make sure people are signing it
- Manage and facilitate all guest and bridal party/family transportation
- Facilitate the wedding ceremony
 - Check for any items necessary to properly conduct the ceremony (i.e., rings, glass, etc.)
 - Make sure that all members of the wedding party are looking picture perfect.
 - Cue musicians
 - Properly line up and cue processional
 - Make sure that your marriage license is signed and given to the officiant
- Assist photographer with family photos if needed
- Bustle Bride's gown if needed
- Oversee cocktail hour and reception from food service to coordinating entertainment and all announcements/toasts/activities
- Keep wedding running smoothly and on time
- Personally direct guests during wedding
- Distribute final payments and tips to all vendors on your behalf
- Organize and conduct all setup and breakdown
- Ensure venue is cleaned and left in tip-top shape
- Return any personal or rented items to their owners
- Be prepared to meet any emergency situation that may arise
- Be cheery and agreeable, with no sense of stress about us



ADDITIONAL OPTIONS

- ☐ REHEARSAL DINNER COORDINATION + DESIGN (*pricing begins at \$2,000*)
- ☐ DAY-AFTER BRUNCH COORDINATION + DESIGN (*pricing begins at \$1,500*)
- ☐ AFTER-PARTY COORDINATION + DESIGN (*pricing begins at \$2,500*)



MONTH-OF COORDINATION

This package is for the extra organized, detailed couple who want to play a more active role in planning their wedding or that may not have the budget for full service planning. We come in 30 days prior to your big day to take care of last minute details and make sure you haven't missed anything.

Pricing begins at \$2500

SERVICES PROVIDED

MONTH-OF PREPARATION

- We will create an online planning folder for you to easily keep track of all of your documents in preparation for our meeting one month before your wedding
- One month prior to your wedding date we will have an in-person or virtual consultation
- At this meeting we will discuss all the details of your wedding from top to bottom
- We will also do a walk through of your venue at this time to go over the floor plan
- One month prior to your wedding we will be available by phone and email for any questions you may have pertaining to your wedding
- One month before your wedding we will begin communicating with your vendors and take over all vendor communication
- We will draft a well-organized day-of wedding timeline and coach vendors on its contents
- Assist with shot list for photographer and song list for band/DJ

CEREMONY REHEARSAL MANAGEMENT

- Organize and lead wedding rehearsal including processional and recessional line up
- Meet with wedding party to discuss details of wedding day itinerary
- Oversee marriage license and make sure it gets signed!
- Coordinate with officiant if they can't attend rehearsal

WEDDING DAY MANAGEMENT + INSTILLATION

- Day-of Management will be provided by at least two SoSig coordinators on your wedding day
- Provide Bridal Emergency Kit (anything and everything you may need on your wedding day)
- Greet wedding vendors as they arrive and receive deliveries
Ensure that all vendors are fulfilling their contractual duties and act as their day-of contact
- Manage and install décor setup of all physical sites, including but not limited to ceremony, cocktail hour, and reception sites
- Assist wedding party, family and guests as needed
- Provide dressers to assist with all styling needs (i.e. steaming, sewing, etc.)
- Organize and distribute all personal flowers to wedding party, family members and special guests
- Attend sound check with musicians/band/DJ
- Distribute programs to guests and direct them from arrival area to ceremony
- Light candles and place table numbers, menus, place cards, favors, toasting glass, cake serving set, etc. per décor plan
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☐ 2 HOUR CONSULTATION SESSION - \$300

☐ BUDGET CREATION - \$250

☐ PLANNING TIMELINE CREATION - \$200

