



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

912.344.1118

www.elegantsavannahweddings.com info@elegantsavannahweddings.com

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



Elegant Savannah Weddings

Full Planning Package

Preparation From Date Securing Services:

- Access to our exclusive wedding planning documents including Planning Timeline Checklist, Suggested Vendor List and Budget Tracker
- Unlimited in person, virtual or phone consultation at any point to meet & ascertain vision for the day, cover details already confirmed and those which still require attention
- Confirm priorities, style and taste preferences, personalities of client (s). These details will then be used to create a personal design for the entire wedding day and help zoom in on location, décor, cuisine, nature of ceremony, wedding apparel /attire, style of invitation etc.
- Professional recommendations for vendors such as florist, DJ / Band, officiant, cake baker, photographer, videographer etc.
- Our personal attendance to multiple meetings / viewings of potential vendors or service providers
- Obtain quotes from all potential vendors and service providers and present quotes to client for selection. Vendor contract and proposal review. Our professional review of all vendor contracts prior to commitment
- Precisely document and tracking of vendor deposits, payments, and due dates
- Create an itinerary of consultations for out-of-town client (s) when visiting Savannah for wedding planning
- Assisting with wedding rehearsal dinner planning / farewell brunch / after party / any other wedding weekend activities.
***For an additional fee, an ESW weddings planner will attend any additional activities per client (s) request ***
- Help planning guest experience. Including coordinating details of room blocks, transportation, welcome bags, and recommendations for food, beverage, & entertainment
- Marriage license assistance in terms of how and where to apply & how and where to file
- Save the Date & Invitation design & ordering assistance

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Three Months Prior to Wedding Date:

- Make final suggestions based on availability, budget, and prior experience with vendors
- Schedule & attend final walk through of venue & any final vendor meetings
- Produce suggested layout diagrams for both ceremony and reception based on final guest count & seating wishes
- Confirm final details with client (s) & event professionals

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:

- Unlimited time 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 manger
- 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 wedding planners available for the wedding day. ***A 3rd can be added at an additional cost. ***
- 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.)
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- 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
- Remain easily identifiable and accessible throughout the entire reception and ready to attend to any details desired by client
- Take charge of clean-up of ceremony and reception locations and assist other vendors in doing the same
- Oversee all transportation arranged by client
- Pack gifts / cards, decorations and miscellaneous personal items and arrange for collection by family member / friend (s) at the end of the reception or plan to meet client (s) the following day (if applicable & no other Elegant Savannah Weddings event scheduled)