



Elegant Savannah Weddings

Day-Of-Coordination Package—\$1,750

Preparation

- One In-person consultation meeting at any point convenient to Bride and Groom to ascertain vision for the day, cover details already confirmed and those which still require attention.
- Unlimited communication via email and phone one month prior to the wedding day.
- Produce a detailed timeline for all events to include rehearsal ceremony, rehearsal dinner, ceremony and reception.
- Recommend and contact any remaining vendors who may be required. Review contracts on behalf of Bride and Groom and make final suggestions based on availability, budget and prior experience with said vendors.
- Coordinate with all vendors to ensure arrival and setup times are confirmed, all details are clarified and any final payments are successfully arranged with Bride and Groom.

Ceremony Rehearsal Day

- Provide rehearsal ceremony coordination.
- Prepare and distribute detailed wedding timeline to all family members and Bridal Party.
- Take possession of all décor and personal items (favors, marriage license, escort cards, guest-book etc.) in order to begin setup early the following morning.

Wedding Day

- 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.
- Complimentary use of Elegant Savannah Weddings emergency wedding day kit.
- Control time management for all aspects of the day, including coordinating with vendors, wedding party and family.
- Complete setup of all décor and personal items at both ceremony and reception venues.
- Final inspection of all aspects of ceremony and reception set-up as per discussions and instructions with f from Bride and Groom.
- Final check with all present vendors (caterer, musicians, Officiant, photographer etc.) to ensure established plans and timing are adhered to.
- Oversee the greeting of guests and offer assistance with seating if required.

- Attend to any and all guests requiring special assistance.
- Cue ceremony commencement: musician, photographer, videographer, Officiant, Groom, Family, Wedding Party and Bride.
- Oversee Wedding Party recessional and potential departure for post-ceremony photographs.
- Take charge of clean-up of ceremony location and collection of all personal and décor items.
- Offer assistance with transporting guests to reception location.
- Oversee transportation of Wedding Party to location of post-ceremony photographs and then to reception location.
- Confirm reception timing and specifics directly with vendors (DJ, photographer, videographer, caterer etc.).
- Coordinate all reception activities as per established timeline of events (introduction *f* entrance of Bride and Groom, welcome speech, dinner service, toasts, cake cutting, formal dances etc.)
- Distribute any final payments or gratuities to vendors (paid 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.
- Take charge of clean-up of reception location and collection and repackaging of all décor items.

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