

SIMPLY ELEGANT AFFAIRS



Gold Wedding Package

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With this package you can sit back, relax and enjoy yourself throughout the entire process of creating your dream wedding. We will be there every step of the way to create the wedding of your lifetime.

THIS PACKAGE INCLUDES:

- 10 hours of consultation meetings
- Unlimited consultations via phone and e-mail
- Creative coordination with the design/decor of the wedding and reception, including the size and degree of formality. Help to set the date and time of the event, and coordinate with the reception site.
- Referral of Vendors: Ceremony Location, Reception Location, Caterer, DJ or Band, Florist/Designer, Photographer, Videographer, Cake Supplier, Party Rentals, Make-up and Hair Stylists and Linens
- Accompany you to three vendor appointments of your choice
- Coordinate details with all vendors until the wedding is complete
- Arrange wedding day transportation for you and your wedding party
- Assistance with ordering invitations, announcements and ceremony programs
- Assistance with the selection of gifts for bridesmaids and groomsman
- Assistance with the selection of favors
- Create a wedding timeline for the ceremony and reception
- Ceremony bridal procession and family seating
- Referrals for selection of favors
- Assistance with reception seating arrangements and place cards
- Coordination at the wedding rehearsal with the wedding party
- Provide itinerary to the bridal party
- One wedding day assistant

WEDDING DAY

- Complete wedding day coordination
- Arrive early to ensure the setup is correct and complete
- Direct ceremony procession and activities
- Delivery and set-up of all ceremony and reception items such as Guest Book, Engagement Photo, Cake Set, Card Box, Toasting Glasses, Table Numbers, Seating/Place Cards, Favors, Candles, Additional Decor, etc.
- Greet vendors and oversee set-up of both the ceremony and reception
- Discuss reception activities with vendors involved and provide itinerary
- Distribute final payments/gratuities if needed to vendors on your behalf
- Keep activities on schedule per timeline
- Gathering of wedding party and family members for pictures
- Cue the DJ or musicians throughout the wedding day activities
- Ensure vendors provide the services as per their contract
- Personally assist the bride and groom