



188 Upper Riverdale Rd Suite GE
Jonesboro, GA 30236
(404) 723 8587
info@sensiblychicevents.com

WEDDING COORDINATION

Simply Chic Package

If you've designed your wedding and booked all of your vendors, this is the perfect service for you! 3 months before your wedding we will finalize the details and logistics of your wedding day and execute your carefully planned vision smoothly and successfully. Simply be the bride & groom on your wedding day!

Pre-Wedding Day Services

- Unlimited contact via phone and email
- Create a planning checklist so nothing is forgotten before the big day
- Production of a detailed timeline and schedule for vendors
- Review Banquet Event Order provided by catering manager
- Assist with Ceremony plans and Reception Layouts
- Review vendor contracts
- Confirmation of all vendors, services and arrival times.
- Create a detailed Ceremony & Reception packing checklist of items to be collected at the Rehearsal, so nothing is forgotten.

Meetings:

Two (3) in-person planning meetings:

- Complimentary Consultation to get a feel for your vision
- Venue Walkthrough - to walkthrough event spaces and review timeline (2-3 months prior to your wedding)
- Final Details Meeting - review final details, timeline, Vendors & Ceremony (2-4 weeks prior to wedding)

Wedding Rehearsal

- Coordinate ceremony rehearsal (up to 2 hours max)
- Collect décor to set-up on the wedding day (based on Packing Checklist)
- Distribute personal wedding day itinerary to wedding party (i.e. when & where to show up for pictures, time of hair & make-up etc.)
- Collect final payments for vendors
- Collect wedding day items such as marriage license, guest book, cake knife, pictures, toasting flutes, favors, candles, programs, place cards, cake knife, etc. (prior to wedding or day of rehearsal)

Wedding Day Services

- Unlimited time (beginning with vendor arrival) on the day of the event, complete wedding day coordination from set-up to tear down
- Manage the flow and timing of the entire day
- Act as a liaison between wedding party, family members, and vendors
- Use of extensive Bridal Emergency Kit. We'll be ready and available to solve any unexpected situation or emergencies

Ceremony

- Distribute bouquets and pin flowers on attendants
- Direct photographer, videographer, musicians, rentals, florist, etc of where to set-up
- Greet vendors and oversee set-up of ceremony to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Transport gifts and personal belongings to on-site hotel room or designated person or car
- Set-up of all ceremony décor not handled by a specific vendor (i.e. guestbook, unity candles, programs, pictures, etc.)
- Cue band/DJ for entrance of processional & Brides entrance
- Direct Ushers with program and seating distribution
- Line up and cue wedding party for ceremony
- Ensure that the marriage license is signed & wedding rings are present
- Collect all personal wedding items and gifts and deliver to reception site or designated person



188 Upper Riverdale Rd Suite GE
Jonesboro, GA 30236
(404) 723 8587
info@sensiblychicevents.com

WEDDING COORDINATION

Simply Chic Package

Reception

- Set-up of all reception décor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place card, gifts, table design, etc)
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, cake cutting, bouquet toss, dances, etc.)
- Cue Bride and Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly
- Collect personal wedding items and deliver to on-site bridal suite or to clients allocated responsible party.

Final rate is based on guest count, multiple locations, venue restrictive time constraints and specific locations that may require more staff.

