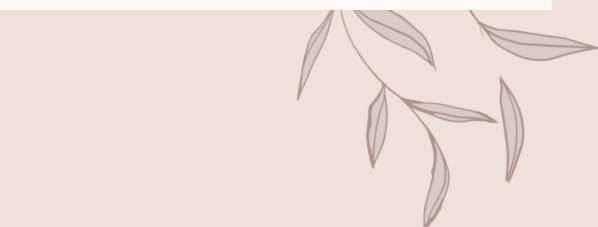


*the*  
**SIMPLY  
ELEGANT**  
GROUP



## Day of Coordination Package

Perfect for the couple who wants an expert by your side  
throughout the entire planning process.

## OVERVIEW

Do you want to take the lead planning but want to let someone else worry about executing your wedding day? You want to be present, stress-free, and of course save money along the way! This package will help you plan your wedding efficiently and allow you to have a worry free wedding day!

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## DETAILS

With this package, communication starts 60 days out and there will be two timeline meetings: a month before the wedding and then 7-10 days before. We will complete your vendor callbacks for you during your wedding week and any other final touches. You also have us for ten hours on your wedding day. This way you can be present, stress-free, and save money along the way.

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## YOU'LL ALSO RECEIVE

Timeline creation  
Personalized vendor recommendations  
Venue walk through  
Vendor confirmation  
Full access to our Preferred Vendor Incentives  
The Simply Elegant Wedding Planning Workbook  
Distribution of timeline to all vendors  
Coordination of rehearsal (if requested)  
One additional assistant planner

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Very affordable & absolutely WORTH EVERY PENNY! From start to finish, working with The Simply Elegant Group was just amazing.

- AUBREY W.

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"From start to finish, working with The Simply Elegant Group was just amazing. They're professional, personable, genuine & most important.. they're good at what they do. They go above & beyond to make sure they know exactly what your vision is- from the big details down to the littlest of little details and they make it happen. Aside from the occasional stressful moments that you just can't avoid when planning a wedding, I had already taken care of the majority of our planning & really just needed someone that I could count on to pull it all together & make my dream wedding a reality - The Day Of Coordination package was perfect & exactly what I needed."

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## ON YOUR WEDDING DAY

- Availability to run day-of errands as needed
- Act as the "go-to" person for vendors and your wedding party
- Manage all wedding day emergencies that arise
- Communicate with all vendors of proper placement and timing of services
- Ensure Ceremony and Reception sites are set prior to guest arrival
- Wedding item set-up: guestbook/pen, programs, favors, place cards, etc.
- Manage timing of events for the couple, wedding party, vendors and guests
- Access to fully-stocked, professional emergency kit
- Round-up and cue wedding party for Ceremony
- Cue all musicians appropriately for place and timing of Ceremony
- Arrange for items to be brought from the Ceremony to Reception site
- Ensure marriage license is signed and in the proper hands to be filed
- Arrange for personal items in getting ready spaces to be removed and handled
- Make certain that all last minute touches and decor are set for your reception
- Answer all guests' questions graciously throughout the day acting as your host
- Cue timing of events and special moments during reception as planned
- Confirm all vendors complete obligations and receive final payments
- Ensure everything is organized for your exit at the end of the night
- Transfer gifts and items to your pre-determined person

## A LA CARTE ITEMS

Unlimited email correspondence

Comprehensive wedding design

RSVP management

Travel and accommodation fees (if applicable)

Additional event planning (i.e. rehearsal dinner, engagement parties, etc.)

Tasks with extensive assembly (i.e. welcome bags, invitations, installations, etc.)

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thesimplyelegantgroup.com

(763) 350-3832

info@thesimplyelegantgroup.com



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I was a day-of-coordinator skeptic,  
thinking that I could just delegate all of  
the tasks.

- ELIZABETH B.

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"And although I could have delegated all of the tasks, hiring a day-of coordinator was definitely one of the best things we spent money on. Our planner walked us through every minute of the day, connected with our vendors, helped us make decisions we didn't know we had to make, and easily accommodated our unique requests. Her great attention to detail (she counted every chair, at every table), calm demeanor, and thoughtfulness were instrumental in making our wedding care-free and memorable. We'd definitely recommend working with Simply Elegant."

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