

SIP N SPARKLE
SOUTHERN
EVENTS

WWW.SIPNSPARKLESOUTHEREVENTS.COM

Wedding Package

Our Goal

From the first time we meet until the car leaves the venue it is our promise to stay with you throughout this wonderful life event that you are about to share with your family and friends. To listen to your ideas and get innovative with a design to fulfill your dream wedding. We want you and your family to enjoy the day and not worry about the details.

Planning details

- *Development and management of event budget*
- *Development and management of event planning timeline*
- *Venue search and selection*
- *Identification and management of event vendors (initial inquiries, quotes, contract reviews, booking and event day details)*
- *Assistance with determining color scheme, theme and style for event*
- *Assistance with concept design of floral, linens and other décor*
- *Arrangements and attendance (when available) of appointments with vendors*
- *Ongoing reminders for contract deadlines, payments and planning timeline details*
- *Unlimited contact via email*
- *Monthly 30 minute phone calls, 2 hours final detail 6 weeks prior to event day*
- *Detailed event day timeline creation, distribution and execution*
- *Detailed alternate plan in the event of inclement weather*
- *Venues walk thru to go over timeline, layout and inclement weather plan*

Event coordinator day of event

- *Oversight of vendors, decorators and setup staff at event site*
- *Assistance with décor setup*
- *Placement and breakdown of seating cards, favors, programs, menus*
- *Management of event & Ceremony*
- *Distribution of final payments and gratuities to all vendors on event day*
- *Assistance collecting personal items, gifts and leftover food to go with designated personal*
- *Oversight and assistance of vendors for clean-up and venue breakdown*
- *Case of personalized wine!*

Starting \$2800.00

Service Add-On's

- *Assistance with shopping for wedding gowns*
- *Assistance with addressing save the dates or invitations*
- *Assistance with party favors*
- *Planning and coordinating of other events such as Engagement Party, Bridal shower, Bachelorette Parties, Rehearsal Dinner or Wedding After party*
- *Additional Wedding Day staff (required for guest counts over 150)*
- *Delivery of decorations and other personal items to venue*
- *Arrangements and attendance (when available) of appointments with vendors*
- *Wedding Day Errands*
- *Creation of custom design elements such as signage, centerpieces or other decor*

~Let's start the planning process~

Thank you for choosing Sip N Sparkle Southern Events where we hash out the details!