

YOUR COMPLETE GUIDE TO

PLANNING AT SOUTHERN GRACE



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We have made this guide to help you
during your planning process! We hope
this helps, happy planning!

YOU'VE BOOKED YOUR VENUE

NOW IT'S TIME TO BOOK YOUR VENDORS

CATERING

Southern Grace asks you to choose off of our specific preferred list for caterers. We've worked with the best of the best and only want the same for you! All other vendors are up to you whom you chose; however, we do have a list of some AMAZING people if you need recommendations- please visit our website for the Vendor Recommendations and Required Catering List.

ALCOHOL

If you are serving alcohol at your wedding, SG does require an ABC licensed bartender. You can purchase and bring your own alcohol, or get a company (or caterer) to deliver. Only wine, beer and champagne may be served- Truly's and White Claws are OK too! If you get your bartender through the catering company they will carry liquor liability. If you choose an outside bartender who does not have liability insurance, please make sure to add this to your day of insurance policy.

BAND/ DJ

We love good music, whether it's a DJ or a live band!

If you are hiring a dj: make sure you have ceremony sound, a wireless lapel mic for your officiant and cocktail hour music (if needed)! SG does not provide a table for the dj, so make sure yours has one!

If you are hiring a live band: find out what you are doing for ceremony sound! Who is playing songs as you walk down the aisle, who is mic'ing the officiant? Is the live band announcing throughout the evening as an "EMCEE"?

Florist

YAY FLOWERS! Whether they are real or faux, we love them all! If you choose to hire a florist, they have access to the venue starting at 7 am. If you have rented the decor closet, they are more than welcome to utilize the vases and decor! At the end of the evening, the florist is responsible for removing all flowers from the evening (flowers must be taken and cannot be thrown away).

VENDORS

SG CHECKLIST

MAKE SURE YOU HAVE
EVERYTHING YOU NEED BEFORE
THE BIG DAY

GOOD NEWS! You've chosen SG as your venue, Now it's time to book! Here is a roadmap for you to follow to make sure we have everything we need.

20% deposit paid
Contract signed and returned

Log into your Honeybook Account to view your invoice and receipts. Please MAKE SURE to look at your HB closely- this is where your rentals will be. Contact SG so we can update your list of rentals

Come to design days to help during the planning process and to ask questions

45 days before: Day of insurance policy is due with "Wayne and Shannon Jeffrey- Southern Grace" listed as the secondary insured. Please list the venue address - 8545 Collierville Arlington Rd. Arlington, TN 38002. If you need a company, try reyleins.com

45 days before: \$550 damage deposit due- check made out to Southern Grace

Fill out the SG questionnaire so we have all of your info for the big day- this will be emailed to you 30 days prior

All monies are due one month prior. This includes all rentals. After 30 days, no rentals may be added

LAYOUT

Southern Grace will put the number of tables and chairs out for your wedding day- we do not arrange them in your layout- unless SG has been hired for day of coordination. Please make sure we have an accurate number listed on the 30 days out form- we cannot move out/put away tables on the wedding day.

If a room flip is required, the day of coordinator will assist in this process. If no DOC has been hired, this is the couple's responsibility.

Below are examples of sample layouts for your benefit! If you would like to create your own, you can find the floorplan on [Allseated.com](https://www.allseated.com)



Included in your rental are 200 chairs, 20 8' tables, 1 13' table (which cannot be moved out of the venue), and various small tables for cake, guestbook/cards + gifts, etc. Any spare tables you are not using can be stored in the decor closet.

Max # of tables that we can remove and store is 7

If you go above the seating for 200 that SG provides, you can rent tables and chairs from an outside vendor. These must be dropped off and picked up the same day.

Max capacity for the venue is 250

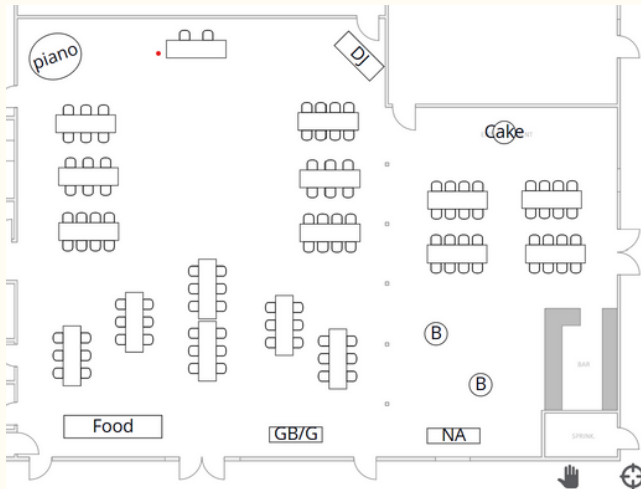
LAYOUT OPTIONS

KEY:

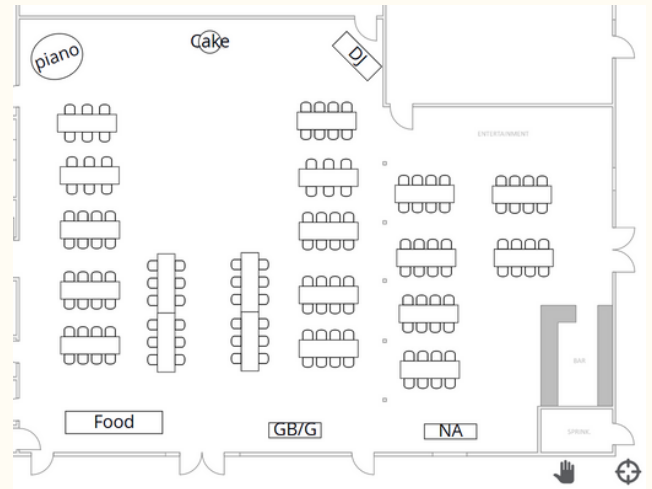
B- Bistro Tables

NA- Nonalcoholic drink table

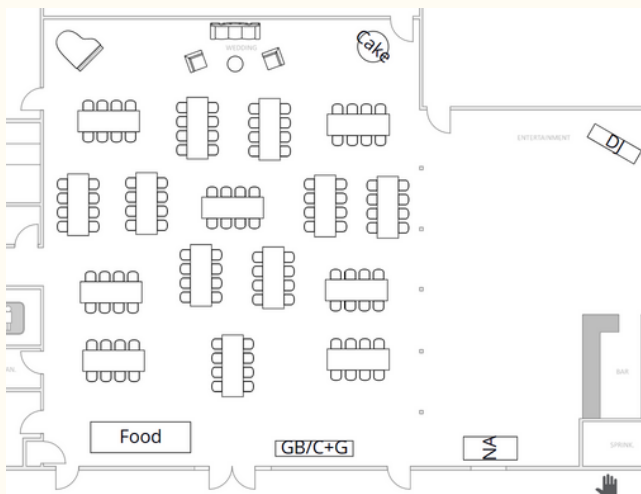
GB/G- Guestbook + Cards and gifts



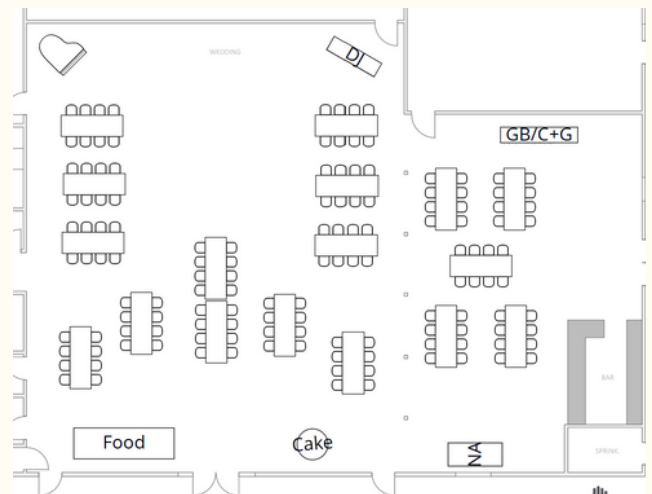
16 tables / middle dance floor / up to 160



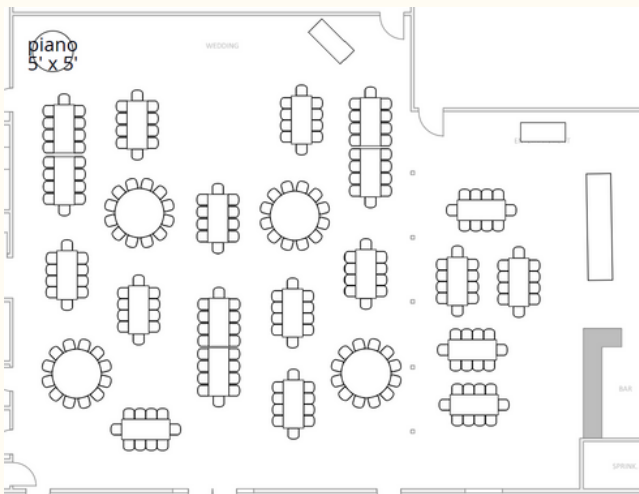
20 tables / middle dance floor / up to 200



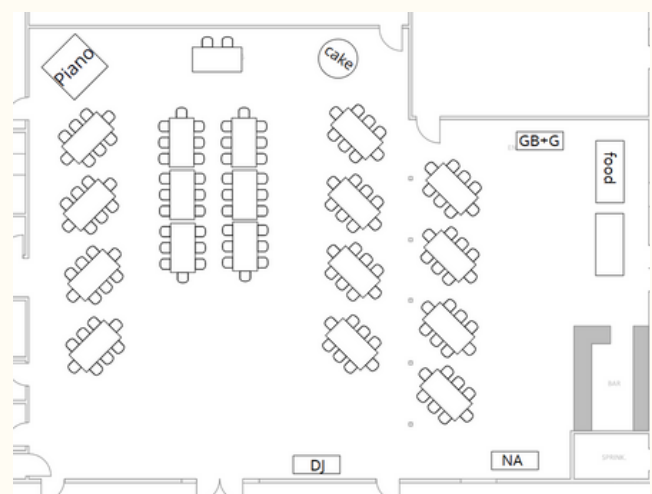
16 tables / dance floor by bar / up to 160



17 tables / dance floor in the middle / up to 170



20 tables + 4 rented rounds/ dance floor in the middle - up to 250

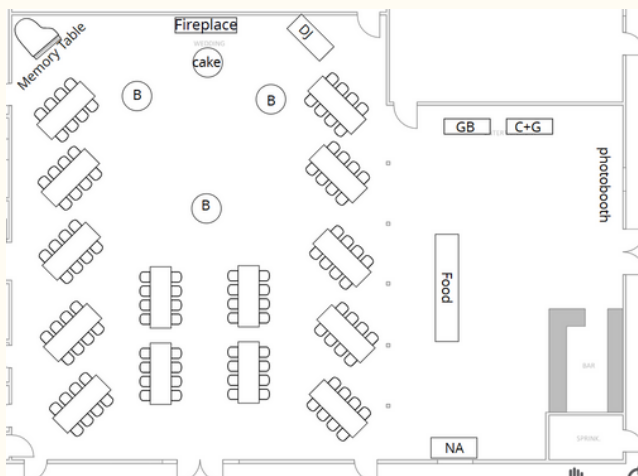


19 tables/ dance floor at the front - up to 174

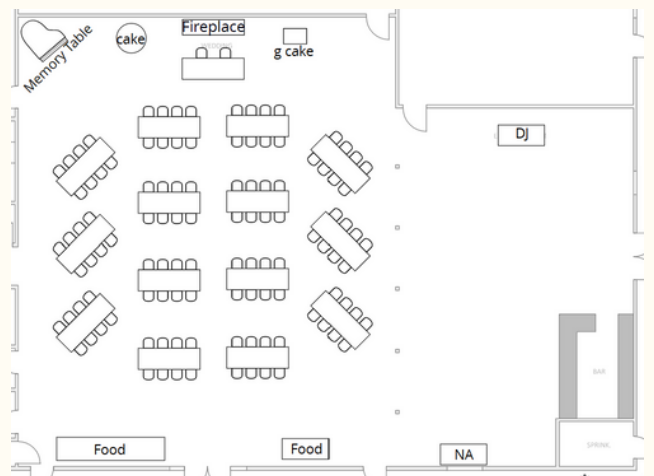
LAYOUT

Layouts are hard, it takes planners years to perfect them- so don't stress too much! Here are a few tips and things to consider when deciding your layout:

- What is my guest count? How many tables do I need?
- How many people are sitting at each table? (Can be anywhere from 6-10)
- Where do I want my dance floor? In the middle of the room, or over by the bar?
- Am I utilizing a sweetheart table? Am I using the 8' or the 13' table for my sweetheart? What chairs am I using?
- If your guest count is 200 and you are using all 20 tables, the dance floor needs to be in the middle of the room for space purposes. Not all 20 tables can comfortably fit in the main area!
- SG has 20 tables for guests, if you aren't using all of them, you can use some for food! IF you are using all 20 tables, you have the option to use the 13' table as a food table. IF you are using that as a sweetheart table, you'll need to bring in tables for the caterers to use. The MAX # of tables SG can store is 7.
- Make sure the bathroom hallway isn't blocked and that guests and vendors have enough space to fit in between tables.
- Make sure the flow of traffic isn't blocked- think bar lines, buffet lines, etc.
- The more tables you have, the less room you have. Consider if you want a bigger dance floor, or more table seating. Find out what is most important to you!
- SG has 3 bistro tables (we do not provide linens). This is a great way to add height, softness and a fun pop of color to the room in addition to any runners rented!



14 tables + 3 rented rounds/ dance floor in the middle - up to 140



14 tables / dance floor by the bar- up to 140

OUTDOOR SPACE



Parking

Please only park in the parking lot- unless unloading. Your photographer will take pictures of the venue (& we know you don't want cars in the photos).

Driving on the grass is strictly prohibited.

SG staff will begin shuttling guests in the golf cart 30 min prior to the ceremony

Ceremony Pavilion

Benches are provided for 200 guests. The benches remain- if you would like to replace them, they must be moved back and into the correct spots. Southern Grace does not move benches. If benches are going to be moved, SG requires a 30-day notice

You may bring your own altar piece, or SG has altar shapes available for rent!
Please see "Rentals"

Please make sure to gather all items from outside after the ceremony. Anything brought outside must be gathered.

Faux flowers may be used to decorate; however, if petals are being thrown or placed- they must be REAL petals. No confetti or faux petals may be used.

Cocktail Patio

The outdoor patio space has 8 tables with chairs for seating for your cocktail hour. SG also includes runners for the 8 tables and yard games and patio furniture (not able to be moved).

If you are hosting a cocktail hour, we have a speaker you can easily Bluetooth to for music on the patio!

SG has 5 heaters for rent if you would like to have the heaters on the patio.

No indoor tables are to be placed outdoors. Anything brought outside for decor must be brought back inside at the end of the night.





DESIGN DAY

To help you in the planning process, Southern Grace hosts "Design Day" on the FIRST & THIRD Tuesday of each month from 1-7 pm. These are the days to show your family and friends the venue, have walkthroughs with your vendors, and practice decorating tables!

No need to book a time, you can show up whenever! A SG staff member is here to help if you have any questions! *Please check Instagram stories on Design Days to see any updates if a Design Day needs to be cancelled.

INSPIRATION

Inspiration is everywhere from Pinterest to TikTok and Instagram- we know it can be overwhelming. First, find your style and colors and go from there!

If you want to look at photos and videos of real weddings and events in our space, check out our Instagram! We are constantly posting stories, reels and posts! There are highlights of "wedding days" and "tablescapes" to help spark your inspiration!



@southern.grace.weddings

@planning_with_alysa

RENTALS

We love our rental vendors and seeing the beautiful pieces you pick for your wedding! Rentals must be delivered (after 7 am) and picked up (before midnight) on the day of your wedding. No rentals may be stored early or left the night after your wedding. Rentals must be paid via cash or check- made out to Shannon Jeffrey. They may not be paid via HoneyBook or Venmo.

DECOR CLOSET

We know it takes a lot of hard work to put together a beautiful wedding, with full access to the SG decor closet available for \$150 it's a little easier! With everything from candle vases to cake stands and easels, you have a closet full of decor to use on your wedding day! For a list of items and quantities, look at the "highlights reel" on our Instagram page!

You will have access to the closet beginning the morning of your wedding. At the end of the night, we ask that the items borrowed be gathered and placed on a table closest to the closet- we will put it away!



OPTIONAL RENTALS

Altar Piece Shapes: \$150 each

Square, Circle, Triangle, Hexagon, Dark Cross, Light Cross, Macrame'

Couches: \$200 each

Quantity available: (2) Color: Gray Tufted Velvet

Taper Candlesticks + Hurricane Glass: \$200

Contact Alyssa Dickerson 901-229-3061



Gold taper candlestick and hurricane set (Set of 70)



Grey velvet tufted couches (Set of 2)



Light stained cross altar shape

RENTALS

Macrame

\$20-\$50. Additional macrame' hangings of various sizes and prices. Qty: 3

Photo Booth

Touch screen Mirror Photo Booth, complete with props, backdrops and an amazing experience!

\$500 for unlimited DUPLICATE photos & attendant!

Propane Heaters

5 heaters available for the night, \$40 each, to be placed on Cocktail patio or Pavilion

Table Runners

\$50 White, Pink, Black, Rust Cheesecloth Quantity up to 20

\$85 Sheer White Runners Quantity up to 20

\$85 Sheer Gray Runners Quantity up to 20

\$120 Deluxe Sheer White Runners (puddle) Quantity up to 20

Pampas Grass

\$200 for up to 80 stems (inside only if raining) contact Alyssa Dickerson

Wagon

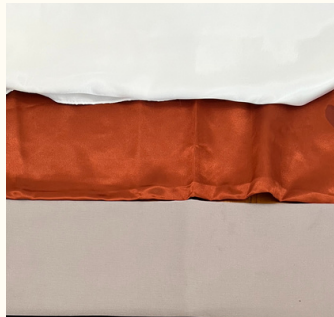
\$10 White Satin Fabric with tulle over larger wagon

DINNERWARE RENTAL

If you're like us, and you love the look of a set table, we offer in house dinnerware for a fraction of the cost.



Modern gold
dinnerware set



Napkin colors:
White, Rust, Grey



Napkin colors:
Black, Champagne,
pink

SILVER DINNERWARE SET

\$375 for up to 200 place settings. Includes: white porcelain plates, silver silverware, glass water goblet, and your choice of napkin color

GOLD DINNERWARE SET

\$475 for up to 200 place settings. Includes: white porcelain plates, modern gold silverware, gold charger, glass water goblet, and your choice of napkin color

DINNERWARE RULES

SG will pull the items you have requested; it is then your coordinator's responsibility to set the tables. It is the responsibility of your caterer to **buss, scrape and stack** ALL items in the kitchen once dinner concludes. SG will then wash all items. Dinnerware must be paid for 30 days in advance with the napkin color choice.

DAY OF COORDINATION

You are free to choose any planner, designer or coordinator to help you on your big day! We offer in-house coordination if you are interested!

If you're more of a planner and have all your details ironed out and just need help the day of, this package is perfect for you! Together, we will meet two times beginning one month prior to the event to establish exactly how you envision your day. I will take over all the details you've put together and bring your vision to life.

What You Can Expect

- Initial consultation & follow up final meeting 1 month before event
- Day of timeline assistance
- Vendor timeline coordination
- Rehearsal coordination (1 hour)
- Direct all vendors where to go and assist in set up
- Act as a vendor liaison as the primary point of contact throughout the evening
- Move all tables and chairs to set up for the event
- Set up all decor for the ceremony and reception to your specifications
- Place all personal items (guest book, signage, decor, photos, etc.)
- Pin flowers on all groom's men & family members
- Manage the flow of the ceremony and reception, keeping the evening according to the timeline
- Direct guests to the ceremony site
 - Line up and send off wedding party
 - Cue DJ/musicians for ceremony
 - Line up and cue bridal party for grand re-entrance
 - Assist DJ/ Band in making announcements throughout the evening
 - Maintain timeline throughout the evening
 - Tear down & pack up all belongings at the end of the evening



\$900



ON-SITE AIRBNB

What better way to wake up on your wedding day than to wake up at your wedding venue! Our on-site Airbnb sleeps 14 people, so your whole party can stay the night! Please no more than 14 guests at a time.

The downstairs bedroom features a king bed, flatscreen tv, large double vanity bathroom with a bathtub, and a spacious walk-in closet to hang and steam all of your dresses the night before!

The downstairs has a fully stocked bar- we provide one bottle for the night!

The kitchen is fully stocked with utensils and cookware to make breakfast the morning of your wedding, or a late-night snack the night after!

Upstairs, you will find a large loft with couches (that can be laid flat for sleeping), a flat screen tv, Bluetooth speaker, and two bunk beds that sleeps 6!

The upstairs bedroom features two full- sized beds, and an en suite with a bathtub.

- 4 pm check-in // 10 am check-out
- Available on Thursday night for the Friday wedding, Friday night (if no event) for the Saturday wedding, Saturday night for the Saturday couple (if no Sunday event), Sunday night for the Sunday couple
- \$575 for a group / \$475 for the couple
- Max 14 people



REHEARSALS + REHEARSAL DINNERS

REHEARSAL WALKTHROUGH

SG includes the rehearsal walkthrough on the THURSDAY before your wedding! You have access to the space at the designated times:

2024 Times:

Friday couple: Thursday from 7:30-9:30
Saturday couple: Thursday from 6-7:30
Sunday couple: Thursday from 4:30-6:00

2025 Times:

Friday couple: Thursday from 7:30-8:30
Saturday couple: Thursday from 6:30-7:30
Sunday couple: Thursday from 5:30-6:30

REHEARSAL DINNER

Rehearsal dinners may be held on the WEDNESDAY before your wedding. We only hold ONE rehearsal dinner on Wednesday, so this is a first come, first serve basis!

Price

\$540 for 4 hours

You Provide:

- Catering (anyone)
- Bartender if over 50 people
- Music
- Decor

Time

4:30-9:30 This includes setup and breakdown time

SG Provides:

- Indoor and Outdoor space
- Cleaning after event
- Tables and chairs (indoor only)



HELPFUL TIPS WHEN PLANNING

- Check with your caterer to see if they provide cake plates and forks- most don't!
- Also double check who is providing bar cups and beverage napkins
- SG does NOT provide candles. The vases in the decor closet are for FLOATING candles only. When purchasing your candles (we recommend Amazon), we suggest the 3-inch floating candles in the brand Koyal or Royal! These are not smoky



- Find out your cake delivery time and schedule this with the florist. If the florist is placing the flowers on the cake, the cake needs to be delivered early enough while the florist is still setting up. If the baker is placing the flowers, make sure your florist leaves some for the cake!
- If you are renting the set of 70 gold candlestick holders and 70 hurricanes (\$200 rental fee) buy 10 in taper candlesticks!
- Please note that any permanent attachments are not allowed- this includes command hooks
- If you are placing the cake or anything edible on the piano, please make sure there are multiple layers of protective coverings- nothing may be placed on the piano without protection



QUESTIONS TO ASK YOURSELF

planning questions • planning questions

PRE-CEREMONY + CEREMONY

- When guests arrive are they allowed to come inside, or do you want them to go to the ceremony spot? Who will be the "usher" directing guests? Will they have programs to pass out?
- During the ceremony, will you have a unity? Do you have a table/ items for the unity? Do you have a unity song? Will the unity be placed on the steps or on the ground?
- Who will hold the rings? Will they be placed in the officiant's hand or passed out to the couple?
- Does your DJ provide ceremony sound and a mic for the officiant?
- Will your officiant step to the side when you have your first kiss?
- Who is recessing down the aisle and in what order? What announcement will the officiant make at the conclusion of the ceremony?
- If family photos are happening after the ceremony, make sure to ask your officiant to ask family to remain for photos!

COCKTAIL HOUR

- After the ceremony will guests be invited inside, or will they be asked to remain on the patio while flowers are repurposed/ the couple concludes photos?
- Will you have appetizers on the patio, or a mini bar set up? Will there be a water pitcher (provided by the caterer)?
- Do you have music for the cocktail patio?

RECEPTION

- Are flowers being repurposed from the ceremony site to inside the reception? Who is repurposing the flowers if so?
- Are you eating privately before you make your grand entrance? Hint: it is strongly recommended!
- Things to consider if you are doing a buffet table: when will the lines open? Where will the food table be? If the food table is by the front doors, consider opening the food lines AFTER the couple's grand entrance (so guests aren't blocking the doors).
- After your grand entrance are you going straight into your first dance? If so, make sure your layout has a clear path to the dance floor!
- Are you doing a grand exit- if so, is it a real exit or a mock exit? If you're doing sparklers- please let us know! We ask that all sparklers be placed in the black buckets out front and not dropped on the ground- they burn the concrete! Make sure you have people to help light the sparklers! We have found that torch lighters work best!
- Who is packing up and loading the items at the end of the evening?



SAMPLE TIMELINE

Creating a timeline is hard! Luckily your amazing photographer/coordinator/wedding planner will help make you one! If you need assistance, here are some helpful things to consider with timelines, especially related to SG!

- When making a timeline, look at the sunset time for the date and work your way back from there! **HELPFUL TIP:** The sun sets behind the tree line, so even though the sunset time is 6:10, you actually lose light 20-30 minutes earlier! "Sunset" would be closer to 5:40
- Decide if you want to do a first look or not! This will determine the flow of your timeline- this is the first thing you need to figure out. If you are not doing a first look and are taking the majority of your photos after the ceremony, make sure there is enough hours of light after the ceremony!
- Are you opening the food lines immediately after the ceremony or are you having a cocktail hour?

8 HRS OF COVERAGE/ FIRST LOOK/ 5 PM CEREMONY

9:00	Bridal party arrives	*Hair + Makeup begin HAIR/MUA CONTACT	6:30	Dinner to start	<small>PARENT DANCES</small> *DJ to make an announcement *Family/wedding party goes first
10:00	Florist arrives	NAME + CONTACT	7:30	Cake cutting	*_____ to cut cake *People making toasts to head to DJ booth
1:00	Photographer/ videographer arrive	NAME + CONTACT *Flat lay design/ dress shots/details *Bride to have dress out of bag, details in a box ready for photographer	7:45	Toasts	*To start immediately after cake *NAMES OF PEOPLE MAKING TOASTS
1:00	Groom/Groomsmen arrive	*To be dressed by _____	8:00	Fire to be lit	*S'mores available
1:00	Cake + Groom's Cake delivery	NAME + CONTACT	8:00	Open dance floor	
1:30	Hair and makeup to be completed by this time	*Robe shots/ girls getting ready photos	8:30	Bouquet toss	*Followed by garter toss
1:45	Bride gets in dress (_____ to assist)	*_____ to be fully dressed and ready for photos	8:50	Mock exit- B+G to have private last dance	*B+G to have private last dance as guests line up outside
2:00	Groomsmen getting ready photos	*Men to have pants, shirts, shoes and socks on *To put on bouts, ties for photos	9:00	Photographer/videographer leave	*Guests come back in and dance
2:15	Bridesmaid's first look		10:00	Music ends	*Vendor tear down// end of best night ever
2:30	Bridal portraits				
2:45	First look with dad				
3:00	B+G first look	*Followed by couple's portraits *Reading private vows during 1 st look			
3:30	Bride + bridesmaid photos Groom + groomsmen photos Full bridal party photos	*Group + Individual photos			
4:00	Family photos – Immediate + Extended	*FAMILY TO BE AT THE VENUE BY 3:45			
3:45	DJ Arrives	NAME + CONTACT			
4:00	Caterer/ Bartender arrive	NAME + CONTACT			
4:30	Photos complete/retreat to suites to freshen up	*Photographers to take detail shots of the venue *Candles to be lit for photos			
4:30	Music begins & Guests arrive	*Champagne shelf available on patio before the ceremony			
4:50	Lineup for procession				
5:00	Ceremony				
5:30	B+G sunset photos	*B+G to take sunset portraits after ceremony			
5:30	Cocktail Hour	*Keep guests outside for 30 min *Caterers to pass apps			
6:00	B+G to have private dinner	*Caterers to pre-plate food in _____ suite			
6:15	Bridal party entrance// Grand Entrance	*B+G to go immediately into first dance + parent dances			

