WEDDING PLANNING PACKAGES

Partial Planning

Also known as month-of or day-of coordination. For couples who have booked the big pieces and want us beside them for the final three to nine months.

INVESTMENT

INCLUDES LEAD COORDINATOR & SET-UP TEAM

$6,500	$7,000	$6,250
ONE LOCATION CEREMONY & RECEPTION	TWO LOCATIONS CEREMONY & RECEPTION	RECEPTION ONLY

PRE-WEDDING DAY SERVICES

- Initial call with your head coordinator to discuss wedding vendors and your planning timeline
- Our qualified “Premier Vendors List” is provided
- Designed for couples looking to work with a wedding coordinator 3 to 9 months before their wedding day
- We are available to recommend your vendor selections
- We review any proposals at your request
- *You contact all vendors and collect all proposals*
- A wedding checklist is provided, and your head coordinator checks in with you periodically
- Your wedding site walk-through is conducted by one of our coordinators
- Décor and design selections and recommendations, coordinated with the appropriate vendors
- We order all rentals needed for the ceremony and/or reception that the caterer or venue does not provide
- We prepare the ceremony and reception diagrams
- An extensive wedding-day timeline is drafted, revised and finalized by your coordinator
- All Creative Affairs staff are scheduled and organized for your wedding day
- We collect seating charts and layouts
- The week of your wedding, we confirm all hired vendors
- Your head coordinator plans and coordinates the rehearsal
- After the rehearsal, we collect all personal items and final vendor payments
- Your coordinator contacts any vendors who need your hotel room number for the wedding day

PARTIAL PLANNING

Wedding Day Services

Getting Started

- Your head coordinator and team set up the wedding ceremony and reception
- Floral delivery for the couple, wedding party and family members is organized

Cocktail Hour

- The set-up team arranges all seating cards and places the guest book
- Music for the cocktail hour is confirmed

Ceremony

- If delivered to the ceremony location, we distribute and pin on all wedding-party florals, and hand off the ring pillow and flower baskets
- Your head coordinator confirms possession of the rings before the ceremony
- Placement of all personal items and accessories is confirmed
- We coordinate with all hired vendors for set-up and take-down
- Your head coordinator checks the sound system for the officiant and musicians
- Final confirmation that the ceremony site is properly set up
- Our team coordinates everyone involved in the ceremony
- Your head coordinator cues the music during the ceremony
- Our team directs guests to the cocktail and hors d'oeuvres hour



PARTIAL PLANNING

Reception & Details

Reception

- Our set-up team checks floor plans for the placement of all tables and the correct number of chairs
- We confirm tables are properly set with linen, glassware, flatware and china for a seated dinner
- Placement of specialty items: cake topper, knife/server, toasting flutes, table numbers, menus and favors
- Your head coordinator reviews the food and beverage service schedule with the banquet captain
- The wedding schedule and announcements are reviewed and maintained with the band or DJ
- Our team directs guests from the cocktail hour to the reception
- We greet guests as they arrive and direct them to their tables
- The wedding party is organized for the grand entrance announcement
- We supervise and cue the entire reception
- Your head coordinator distributes gratuities and final payments to vendors on your behalf
- Our closing team packs up all of the couple's specialty items and loads them into the assigned location
- Closing staff make sure all vendors come back for rental items
- We check out with the venue and make sure everything is in order and properly shut down

Please Note

- Your florist is responsible for the set-up and break-down of all floral and décor.
- All wedding vendor contracts are signed by the client.
- A 50% deposit is required to start your contract, and the final payment is due 60 days before the wedding.
- If your payment and signed contract are not received within 30 days of receiving the contract, prices are subject to change.

LET'S START PLANNING

We'd love to hear from you

(619) 993-0710 · AMANDA@CREATIVEAFFAIRSINC.COM

WWW.CREATIVEAFFAIRSINC.COM · @CREATIVEAFFAIRSINC

WEDDING PLANNING PACKAGES

Full Service Planning

For clients who would like to hand us their wedding budget, and we take care of the rest.

INVESTMENT

INCLUDES LEAD COORDINATOR & SET-UP TEAM

$9,500	$10,000	$9,250
ONE LOCATION CEREMONY & RECEPTION	TWO LOCATIONS CEREMONY & RECEPTION	RECEPTION ONLY

PRE-WEDDING DAY SERVICES

ITALIC TEXT: ADDITIONAL SERVICES INCLUDED WITH FULL SERVICE

- Our qualified “Premier Vendors List” is provided
  - *We research and collect all venue packages and information for your review*
  - *Our team contacts each vendor directly to obtain package services and pricing*
  - *We request and review each vendor contract before your review and approval*
  - *We work with you, and directly with your venue and vendors, every step of the way*
  - *Our team selects and arranges your wedding décor and vendors according to your budget*
  - *Your head coordinator maintains the wedding checklist and budget*
- Your wedding site walk-through is conducted by your coordinator
- We order all rentals needed for the ceremony and/or reception that the caterer or venue does not provide
- We prepare the ceremony and reception diagrams
- An extensive wedding-day timeline is drafted, revised and finalized by your coordinator
- All Creative Affairs staff are scheduled and organized for your wedding day
- We collect seating charts and layouts
- The week of your wedding, we confirm all hired vendors
- Your head coordinator plans and coordinates the rehearsal
- After the rehearsal, we collect all personal items and final vendor payments
- Your coordinator contacts any vendors who need your hotel room number for the wedding day

FULL SERVICE PLANNING

Wedding Day Services

Getting Started

- Your head coordinator and team set up the wedding ceremony and reception
- *All signage is checked at the ceremony and reception sites*
- *We confirm the arrival of hair and make-up artists*
- Floral delivery for the couple, wedding party and family members is organized
- *Our staff make sure transportation is on time*

Cocktail Hour

- *Our staff transfer miscellaneous items from the ceremony site to the reception site*
- The set-up team arranges all seating cards and places the guest book
- *We make sure linens are properly placed and all tables are set up*
- Music for the cocktail hour is confirmed

Ceremony

- If delivered to the ceremony location, we distribute and pin on all wedding-party florals, and hand off the ring pillow and flower baskets
- Your head coordinator confirms possession of the rings before the ceremony
- Placement of all personal items and accessories is confirmed
- We coordinate with all hired vendors for set-up and take-down
- Your head coordinator checks the sound system for the officiant and musicians
- Final confirmation that the ceremony site is properly set up
- Our team coordinates everyone involved in the ceremony
- Your head coordinator cues the music during the ceremony
- Our team directs guests to the cocktail and hors d'oeuvres hour



FULL SERVICE PLANNING

Reception & Details

Reception

- Our set-up team checks floor plans for the placement of all tables and the correct number of chairs
- We confirm tables are properly set with linen, glassware, flatware and china for a seated dinner
- Placement of specialty items: cake topper, knife/server, glasses, chargers, table numbers, menus and favors
- Your head coordinator reviews the food and bar service schedule with the banquet captain
- The wedding schedule and announcements are reviewed and maintained with the band or DJ
- Our team directs guests from the cocktail hour to the reception
- We greet guests as they arrive and direct them to their tables
- The wedding party is organized for the grand entrance announcement
- We supervise and cue the entire reception
- Your head coordinator distributes gratuities and final payments to vendors on your behalf
- Our closing team packs up all of the couple's specialty items and loads them into the assigned vehicles
- Closing staff make sure all vendors come back for rental items
- We check out with the venue and make sure everything is in order and properly shut down

Please Note

- Your florist is responsible for the set-up and break-down of all floral and décor.
- All wedding vendor contracts are signed by the client.
- A 50% deposit is required to start your contract, and the final payment is due 60 days before the wedding.
- If your payment and signed contract are not received within 30 days of receiving the contract, prices are subject to change.

LET'S START PLANNING

We'd love to hear from you

(619) 993-0710 · AMANDA@CREATIVEAFFAIRSINC.COM

WWW.CREATIVEAFFAIRSINC.COM · @CREATIVEAFFAIRSINC