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

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