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

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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



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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

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