



CLASSIC AFFAIRS

WEDDING PLANNING

by Jenna

AND FLORAL DESIGN

MONTH OF - EVENT MANAGEMENT PACKAGE

Need support as you approach the final stretch? We step in to manage the details and execute your plans with care and precision—so you can feel confident and fully present on your wedding day. This service is ideal for couples who have secured their vendors and planned the essentials, and would value experienced guidance in the weeks leading up to the celebration. Services begin ten weeks prior to your wedding day.

PLANNING

- Unlimited phone and email support beginning ten weeks prior to the wedding date
- A two-hour final details meeting, held in person or via Zoom, scheduled five to six weeks before the wedding
- Venue walk-through (if the location is new to us) and detailed floor plan review
- Creation and distribution of a comprehensive wedding day timeline for the couple and contracted vendor team
- A curated wedding day checklist and photography shot list provided eight to ten weeks prior to the wedding
- Direct communication with all selected vendors 10 days before the wedding to confirm timelines, logistics, and final details
- Behind-the-scenes content access, delivered via a private Google Drive link

WEDDING DAY

- Full-day on-site coordination for the ceremony, cocktail hour, and reception
- Wedding day coordination led by a lead coordinator and one assistant, from start to finish, for up to 12 hours (based on the final timeline)
- Lead coordinator presence beginning at the bride's getting-ready location on the morning of the wedding
- Seamless management of the overall flow of the wedding day to ensure everything runs smoothly and on schedule
- Set-up of signage, place cards, guest favors, the guest book, and other small personal décor items
- Coordination of the pre-rehearsed ceremony lineup for the wedding party
- Ongoing coordination with the MC and DJ or band throughout the reception
- On-site oversight of vendor production, set-up, and tear-down while Classic Affairs by Jenna is present
- Coordination of speeches and scheduled entertainment during the reception
- Access to a fully stocked wedding day emergency kit
- Delivery of final vendor payments on the wedding day, when requested and arranged in advance

For additional information, please contact us at classicaffairsbyjennagmail.com or 416-655-6774

Note: If the guest count exceeds 150 ppl an additional fee of \$425 applies, and a 3rd coordinator will be added to your package