



FULL WEDDING PLANNING PACKAGE

Did you just say "Yes!!!" - and then realize that your schedule is just too busy to then have to worry about planning a wedding? We've got you covered! In this package you get to sit back, relax and let us do all the work for you, from the moment you get engaged to the very day you walk down the aisle.

PLANNING

- Initial 2 hour in-person consultation with bride and groom
- Unlimited phone / Zoom and e-mail communication from the day of contract signing
- Assisting you with creating and managing a budget that will allow you to have the wedding you desire. If you have already created your own wedding budget, we will be happy to work with it and make sure that nothing goes over your budget
- Creation of a Monthly Reminder List
- Full assistance with selecting a wedding ceremony location and wedding reception venue
- Sourcing, scheduling and attending all vendor meetings and negotiations with said vendors
- Arranging / reviewing all vendor contracts
- Assistance with choosing a style / theme / colour palette for your wedding
- Creation of a Mood Board specific to your weddings design scope
- Assistance with Save the Dates, Wedding website review and Wedding invitations
- Venue walk - through and seating chart mapping
- Vendor recommendations in all of the following categories: Venue, Catering, Wedding Cake/ Desserts, Decor & Design, Florist, Entertainment - MC, DJ, Band, Live Performances, Lighting & Sound, Photographers & Videographers, Photo-booth Services, Ceremony Officiant, Transportation, Invitations & Wedding Day of Stationary, Guest Gifts & Bridal Party Gifts



- Bridal Services Including: Assistance with Bridal Dress and Bridesmaids Dresses, Hair & Makeup
- Groom Services Including: Assistance with Groom and Groomsman's suits
- Full assistance with creation of menu and drink selection, as well as scheduling food tastings of the menu. (Kosher and Non - Kosher catering available)



CLASSIC AFFAIRS BY JENNA

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Wedding planning
& Floral Design

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- Wedding timeline development and distribution to couple & contracted vendor team
- Generate wedding day checklist, photography shot-list
- Review transportation arrangements
- Reviewing wedding timeline with bride & groom and their vendors
- Communication with all vendors prior to and on the event day
- Confirmation calls made to vendors the month of the event to finalize the schedule, timeline, and any other details that need to be attended to
- Email schedule to all vendors and couple two weeks prior to the wedding
- Rehearsal included (1 hour - must be scheduled Monday-Thursday week of wedding)



WEDDING DAY

- Full day of onsite assistance with ceremony, reception and cocktail hour
- Wedding coordination by Lead coordinator + 1 Assistant from start to finish, up to a maximum of 13 hours (subject to final timeline)
- Coordinating the flow of the ceremony, reception and wedding day
- Making sure everything is running smoothly and according to schedule
- Set up of signage, place cards, guest favours, wedding guest book and any other small personal décor items
- Coordinating the pre-rehearsed line up of the bridal party for the ceremony
- Coordinating with the MC and DJ/Band throughout the entire reception
- Overseeing vendors production, set up and clean up while Classic Affairs by Jenna is onsite
- Coordinating speeches and any other entertainment during the reception
- Access to wedding day emergency kit
- Delivery of all final payments to all vendors (if requested and arranged prior to wedding day)

For additional information, please contact us at
classicaffairsbyjenna@gmail.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*