CLASSIC AFFAIRS
WEDDING PLANNING *by Jenna* AND FLORAL DESIGN

# PARTIAL WEDDING PLANNING PACKAGE

Have you secured your venue? Booked a few vendors but still feeling unsure how to bring your vision to life? Or maybe you're wondering how to turn your 20 Pinterest boards into a cohesive, elevated wedding day?

Let us help. This package is designed to provide expert guidance and hands-on support, ensuring your wedding experience feels seamless, organized, and stress-free. It includes:

## PLANNING

- Unlimited phone, Zoom, in-person, and email consultations beginning at the time of contract signing
- Guidance in creating and managing a wedding budget that supports your vision—or, if you already have a budget, expert oversight to ensure everything stays on track
- Full access to a dedicated Google Drive for wedding management, including a monthly reminder list
- Assistance with booking up to 4 vendors on your behalf

Note: Venue, catering, and catering-related rentals are not included and must be secured by the client

- Sourcing, scheduling, and attending vendor meetings, including negotiations with selected vendors
- Vendor options may include: photographers and videographers, florist, entertainment (MC, DJ, band, live performances), lighting and sound, photo booth services, wedding cake/desserts, décor and decor rentals, ceremony officiant, transportation, invitations and day-of stationery, guest gifts/favours, and hair & makeup
- Review and management of all vendor contracts
- Assistance in defining your wedding style, theme, and color palette
- Creation of a custom mood board tailored to your wedding's design vision
- A two-hour final details meeting, in person or via Zoom, scheduled five to six weeks before the wedding

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- 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
- Curated wedding day checklist and photography shot list provided 8–10 weeks prior to the wedding
- Vendor confirmation calls in the month leading up to the wedding to finalize schedules, timelines, and any remaining details
- Distribution of the final wedding day schedule to the couple and all vendors 10 days before the wedding
- Review and coordination of transportation arrangements
- Access to behind-the-scenes content 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 present at the bride s getting-ready location in the morning
- Seamless management of the flow of the ceremony, reception, and overall wedding day to ensure everything runs smoothly and on schedule
- Set-up of signage, place cards, guest favors, guest book, and other small personal décor items
- Coordination of the pre-rehearsed ceremony lineup for the bridal party
- Ongoing communication and coordination with the MC and DJ/band throughout the reception
- Oversight of vendor production, set-up, and tear-down while Classic Affairs by Jenna is on-site
- Coordination of speeches and other 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 150ppl an additional fee of $425 applies, and a 3rd coordinator will be added to your package*