



## PARTIAL WEDDING PLANNING PACKAGE

Have you booked your venue? Only a couple of vendors? Still wondering how to turn your 20 Pinterest boards into the wedding of your dreams? Let us see what else we can assist you with to make your wedding experience as stress free as possible. This package will include the following:

### 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 in booking upwards of 4 vendors on your behalf.
- Inclusive of sourcing, scheduling and attending all vendor meetings and negotiations with said vendors

*\*\*Note: This is not inclusive of venue, catering or catering related rentals, these must be secured by client\*\**

- Possible vendors include: Wedding Cake/ Desserts, Decor & Decor rentals, Florist, Entertainment - MC, DJ, Band, Live Performances, Lighting & Sound, Photographers & Videographers, Photobooth 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 Groomsmen's Attire
- Arranging / reviewing vendor contracts



- Assistance with choosing a style / theme / colour palette for your wedding
- Creation of a Mood Board specific to your wedding design scope
- Wedding timeline development and distribution to selected vendors
- Venue walk - through and seating chart mapping



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- Wedding timeline development and distribution to selected vendors
- 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



### 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 you are between 150-250 ppl an additional fee of \$375 applies, if  
your between 250-350 ppl an additional fee of \$695 applies.\*