

Classy Affairs

Luxury Wedding & Events Planning

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Experience & Pricing Guide

About Classy Affairs



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elcome & congratulations on your upcoming wedding or event! I'm Tanya & I am so excited to be connecting with you! It is truly an honor to be considered for your big event! I wholeheartedly believe wedding & event planning to be my calling. I thrive in successful, purposeful planning and execution of that planning.

In this guide you will learn more about the packages I offer, the investment, and the process for each. Planning a wedding or large event takes attention, time and expertise in the industry. You deserve someone who is committed to you & will work hard to ensure you receive the best service complete with professionalism and friendship.

Please be sure to schedule your introduction call with me so we can go over these things in more detail. If you need a custom proposal I'd be happy to put one together!

I look forward to meeting you soon!





The Classy Affairs promise

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f you choose to book with Classy Affairs, this is our promise to you:

- Achieve your vision
- Organized and punctual
- Respectful of thoughts and beliefs
- Honesty
- Take away all planning stress
- Knowledgeable of contracts, venue policies and procedures
- Up to date with industry trends
- Respond to calls and emails within 48 hours
- Emergency service at all times
- Provide excellent quality preferred vendors
- Work collaboratively with all vendors
- Passionate about planning your special day!

These are our promises to YOU as our special clients. These are the guidelines we live by as planners to ensure your event or wedding planning experience with Classy Affairs is EXCEPTIONAL.

Selecting the package that's right for you



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ow do I know which services I am going to need? This is such a great question & I am happy to help answer this! Here are some details on the package that is best for each type of bride:

For the bride who is busy; you know, the job, the meetings, the social gatherings, the trips & hours spent in the air or on the road and with family: I would recommend our full-service planning experience. This will allow you the utmost time focusing on the joys of this season and attending the engagement parties & bridal showers while we are hard at work planning your gorgeous wedding!

Maybe you're the bride is pretty savvy with planning & coordination and want to feel like you're still in control: I suggest our partial-planning package. We will assist in some aspects, while you continue to manage some.

If you're more of a do-it-yourself bride, the month of coordination is a perfect option! We will come in towards the end of your planning process and execute all of those beautiful details you've worked so hard to plan!

Continue reading for more information on the experience you receive with each!

Full Service Wedding & Event Planning

Initial consultation meeting to discuss vision, ideas, brainstorming and budget

Access to google docs drive for budget, timeline, vendor comparisons, itinerary and additional documents

Assisting in sourcing credible vendors for all aspects of the wedding such as venue, food, flowers, décor, save the dates, invitations, entertainment, attire, etc.

Contacting, consulting and in person meeting(s) with potential vendors prior to booking

Completion of day-of schedule and itinerary which is communicated with all vendors

Review of all vendor contracts

Ensuring all vendors follow through on their agreements and contracts

Communicate with vendors 1 month prior to the wedding and attending final meetings

In-person meeting with the bride and groom prior to the wedding date to discuss all the details

Follow up with vendors the week of the wedding

Attendance of rehearsal and walk through with all parties involved

1 certified wedding planner and 1 assistant planner on site day of the wedding for up to 12 hours

On-site management of vendors and ownership of event execution the day of wedding

Styling of all wedding items such as place settings, guest favours, guestbook table, place cards, etc.

Access to wedding emergency kit

Investment Starts at:

\$4,000

Partial-Planning

Initial consultation meeting to discuss vision, ideas, budget and what aspects still need to be planned

Assisting in sourcing credible vendors for up to three aspects of the wedding

Contacting, consulting and in person meeting(s) with potential vendors prior to booking

Completion of day-of schedule and itinerary which is communicated with all vendors

Review of all vendor contracts

Ensuring all vendors follow through on their agreements and contracts

Communicate with vendors 1 month prior to the wedding and attending final meetings

In-person meeting with the bride and groom prior to the wedding date to discuss all the details

Follow up with vendors the week of the wedding

Attendance of rehearsal and walk through with all parties involved

1 certified wedding planner and/or 1 assistant planner on site day of the wedding for up to 12 hours

On-site management of vendors and ownership of event execution the day of wedding

Styling of all wedding items such as place settings, guest favours, guestbook table, place cards, etc.

Access to wedding emergency kit

Investment Starts at:

\$2,250

Month & Day of Coordination

Completion of day-of schedule and itinerary which is communicated with all vendors

Review vendor contracts to ensure all vendors follow through on their agreements and contracts

Communication with vendors 1 month prior to the wedding and attending final meetings

In-person meeting with the bride and groom prior to the wedding date to discuss all the details

Follow up with vendors the week of the wedding

Attendance of rehearsal and walk through with all parties involved

1 certified wedding planner and/or 1 assistant planner on site the day of the wedding for up to 12 hours

On-site management of vendors and ownership of event execution the day of wedding

Styling of all wedding items such as place settings, guest favours, guestbook table, place cards, etc. (as per the bride's requirements)

Access to wedding emergency kit



Investment Starts at:

\$1,300

Special Event Coordination



In person meeting to discuss all of the details of the special event

Review all vendor contracts

Contact with the vendors prior to the event to confirm details

Pick up of items to be set up for the event

1 planner on site the day of the event for up to 4 hours

On-site management of vendors/ownership of event execution the day of the event

Styling of all event items such as place settings, guest favours, guestbook table, place cards, dessert table, etc.

Investment Starts at:

\$1,000

Decor & Floral Design Services



So many colours, so many décor options you feel overwhelmed just thinking about all the elements of your wedding? We completely understand how you feel which is why we want to take away the design burden from you! This package is literally designed for the person who wants everything to coordinate seamlessly without the stress of second guessing which item goes with a specific colour.

A design meeting to discuss ideas for flowers and décor

A comprehensive design proposal mood board

A design meeting with a fantastic florist who will bring the vision to life

Sourcing of creditable decor vendors who will bring this vision to life within your budget

Execution of flowers and décor on the day of the event or wedding

*Flowers and rentals have an additional fee

Investment Starts at:

\$2,000

Proposal Planning

Are you thinking of popping the big question to your fiancé and have no idea what to do? Don't worry, we have you covered! This package is perfect for the person who knows what they want to say but would love to have a professional design, plan and execute the proposal so your soon to be fiancé is blown away. This package includes:

- meeting to discuss ideas and requirements for proposal
- design for flowers & décor
- 1-1.5 hours of professional photography
- management of all vendors involved in proposal
- set up and tear down of proposal area



Investment Starts at:

\$1,000

Rentals

As a Classy Affairs client you now have access to a variety of rental items in our inventory at a reduced rate! Contact our team for complete rental inventory & pricing.
Inventory includes:

Card boxes – silver, gold, clear or rustic
Table numbers & holders – a variety of colours and designs from acrylic to wooden, silver or gold
Candle votives – small silver, gold or clear
Candle holders - 4”, 6”, 7.5” glass cylinders
Table top easels
Bride & Groom banners
Mr. & Mrs. table signs
Umbra frames – silver, gold or rose gold- 4x6, 5x7, 8x10
Antique mirrors – the calligraphy options are endless for our oval or square silver or gold mirrors
Cake toppers
Cake stands
Dessert table stands, trays, holders
White and silver wagon
Mirrored boxes
Polaroid cameras

A la carte

\$75 / hour

Additional hours added to any package for the day of your wedding

\$250

An assistant added to any package (up to 8 hours)

\$350

Vendor sourcing for 1 aspect of your wedding – added to Partial Planning or Month of Coordination

\$400

Tanya as lead planner for your wedding (up to 10 hours)



Frequently asked questions

01. What is my first step?

I can't wait to connect! Click [HERE](#) to reserve your call with me to discuss your event.

02. What is the difference between a full time & part time planner?

At Classy Affairs a full time planner is solely dedicated to events and weddings. At this point, we work from home to provide a much larger time frame of service to our clients because our only focus is on our clients. Part time planners have other careers they focus on 9-5pm Monday to Friday so have less availability. As a full time planner we have more flexibility and freedom to meet with clients and vendors which can provides a faster turnaround time and specialized service.

03. What does being certified mean?

In the event and wedding industry, being certified is important because no matter what school you go to obtain your certification, you follow a code of ethics. The code of ethics pertains to type of service, level and cost of service. We work with other professional vendors to ensure clients are not taken advantage of as well as continually attend workshops to ensure we provide the best service possible.

04. How many members are on the Classy Affairs team?

Currently, we have 1 full time planner, 2 part time planners and 1 assistant planner. We are always growing as our client's needs grow. For any wedding or event, there will be at least 2 members. All of our full time and part time wedding planners are certified and follow a specific code of ethics that is set out to benefit our clients.

05. How long have you been in the industry?

As a company we have been planning weddings and events since 2014 – 5+ years and we love every minute of it! The experience of our team members ranges from 1 to 5+ years.

05. What if we want Tanya as our lead planner for our wedding?

All of our lead planners are fantastic! They are certified and experienced in many types of weddings and events. Tanya would love to be at all of them but that is not possible. If you want to book Tanya specifically for your wedding or event there is an extra fee of \$400. If you are a full service planning client that fee is already included in the price.

Frequently asked questions cont...

06. How many events do you book in a week?

We typically do not take on more than 1 wedding or event per day or 2 weddings per weekend. We don't want to over commit ourselves as we pride ourselves on our customer service. We want to be refreshed and energized for each wedding or event so they have our full attention.

07. Do you offer day-of coordination?

We offer a 'month of coordination' package which includes day of coordination – we do not have just a day of coordination package. After many weddings over the years, we have found what works best for our clients to give them the best experience possible which is 'month of coordination'. This package starts 3 months prior to your wedding and we work with you in the highest stress time to ensure everything falls into place as you envision.

08. Can you provide me with a "preferred vendor list"?

We do have a preferred vendor list that we'd be more than happy to share with our clients.

09. What are your payment policies?

Our payments are split into 4-6 installments depending on the package you choose. Full planning and partial planning are 6 installments; month of coordination is 4 installments. Upon signing we can decide on the times for these payments but all payments are due at least one week prior to your wedding.

10. If we pay cash can you eliminate the HST?

Currently, we accept cash, cheque or e-transfers. If you choose your payment method to be cash we still charge HST. We believe following business rules and regulations is very important and we strive to give the prices possible to each client.

11. We want to book with you! What are the next steps?

We are so excited to be a part of your special day! To book we will set up a 30 minute call to go over our contract. Once you have signed the contract and provide a 25% non-refundable deposit, you are a part of the Classy Affairs family and we are thrilled we get to take part in this special occasion with you.

Thank you!



W hat an honor to be considered for your special event! I am excited to connect with you & start planning and executing your dream vision! If you haven't already done so, please schedule your **FREE** consultation call by clicking **HERE** to access my calendar.

I can't wait to chat more!

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