

# A Classic Affair

This package is for the couple that has the time to plan some of their wedding, but wants *A Stunning Affair* to attend a few vendor meetings, assist with design & décor, offer vendor referrals best suited for their style & budget, provide unlimited professional advice & take care of the details on the wedding day. *A Stunning Affair* can now step in with the following:

## Planning & Design Services

- Complimentary Initial Consultation to discuss wedding style & budget
- **(Up to 9)** In person consultations/Vendor appointments (During these appointments we will meet to discuss: vendor referrals, budget planning, invitations, design & décor, flowers, etiquette advice, entertainment, catering & menu development, wedding cakes, photography, videography, lighting, transportation, out of town guest coordination & your wedding day timeline)

### **3 meetings will be utilized for specific vendor meetings:**

- We will meet with your stationary designer to assist you with creating a custom suite for all of your wedding paper pieces
- We will meet with your cake baker to assist you with designing your perfect wedding cake
- We will attend the tasting & final details meeting at your selected wedding venue

### **3 meetings will be utilized for design where we do the following:**

- We will meet to brainstorm ideas, & go over a questionnaire, while browsing through magazines & pictures
- We will then meet with 2-3 florists & present them with your ideas & seek out the perfect linens for your tablescape
- Then we will implement your design & present you with an amazing tablescapes complete with candles, a floral centerpiece, linens & stationary

### **3 meetings will be utilized for planning where we do the following:**

- Develop a detailed wedding day schedule for your ceremony, cocktail hour & reception
- Create a ceremony outline for your processional & recessional
- Compose detailed setup instructions
- Create reserved cards for the ceremony
- Review current vendor contracts & expectations of vendors
- Review all wedding details to make sure loose ends are secured

- Visit your ceremony & reception site(s) for a final details meeting & to get a feel for your vision of the event
- Unlimited emails & phone calls regarding any aspect of your wedding (from the date of contract signing)
- Provide a detailed budget for the bride & groom
- Recommend vendors best suited for client's style & budget
- Provide the bride & groom with a detailed task list of things to do before their wedding day
- Review current vendor contracts
- Assist with wording & proofing of stationary (such as: Save the date cards, wedding programs, menus & invitations)
- Assistance with creating a wedding website
- Assist in finding accommodations for out of town guests website
- Assist with color scheme, centerpieces & décor for your wedding
- Assist with creation of a reception floorplan
- Contact all vendors confirming arrival time & communicate venue's procedures for unloading, setup & tear down
- Confirm all vendor orders & quantities on rental items
- Work with officiant in coordinating the ceremony
- Distribute client approved timeline to all vendors before your wedding
- Collecting items such as marriage license, guest book, favors, toasting flutes, candles, & much more for your event
- Provide marriage license information

#### Rehearsal Services

- Direction & orchestration of your wedding ceremony rehearsal with bridal party & families (up to 1.5 hours)
- Meet with flower girl & ring bearer & explain to them their important role in the wedding ceremony

#### Wedding Day Services

- Onsite coordination & management of your wedding (up to 12 hours)
- (2) Assistant coordinators will be provided the day of the event. One assistant will be assigned to the bride. The other assistant will help coordinate the ceremony & reception. (Additional assistants may be required for specific locations, larger weddings & multiple locations)
- Coordination of personal flowers for the bridal party ensuring the ladies have their corsages and bouquets and assisting with the pinning of boutonnieres on the men
- Assist with program distribution
- Assist with seating guests at the ceremony, especially for those with special needs
- Cueing musician(s) when the bridal party & bride walk down the aisle
- Coordinating ceremony & making sure that you are smiling & looking beautiful before you walk down the aisle
- Distribute final vendor payments/gratuities

- Provide an emergency kit filled with items for the bridal party (such as: sewing kit, lint brush, safety pins, stain remover, mints, Band-Aids & much more)
- Ensure proper set up of tables, chairs, décor (such as: escort cards, favors, menu cards & other table decorations)
- Manage banquet/catering staff regarding set ups & compliance of floorplans
- Guide & cue vendors for reception activities
- Guide & cue family and bridal party for reception activities
- Provide DJ/band with a list of songs requested from the bride & groom
- Provide the photographer with a list of pictures requested from the bride & groom
- Load up all of the gifts at the end of the wedding
- Supervise & assist with vendor cleanup

*Pricing depends on:*

**Specific Details/Individual needs**

**Amount of guests attending event**

**The location of ceremony & reception**

**How far in advance the services are secured**