



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

- Unlimited phone / Zoom / in-person and e-mail consultations from time 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
- Complete google drive access for wedding management including a monthly reminder list
- Full assistance in booking upwards of 4 vendors on your behalf.

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

- Inclusive of sourcing, scheduling and attending all vendor meetings and negotiations with said vendors
- Possible vendors include:
 - Photographers & Videographers, Florist, Entertainment - MC, DJ, Band, Live Performances, Lighting & Sound, Photobooth Services, Wedding Cake/ Desserts, Decor & Decor rentals, Ceremony Officiant, Transportation, Invitations & Wedding Day of Stationary, Guest Gifts/Favours & Hair & Makeup
- Arranging / reviewing vendor contracts
- Assistance with choosing a style / theme / colour palette for your wedding
- Creation of a Mood Board specific to your weddings design scope
- 2 hour In-person or Zoom Final Details appointment scheduled 5-6 weeks out from wedding date





CLASSIC AFFAIRS BY JENNA

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JENNA
Wedding planning
& Floral Design

- Venue walk - through (if we haven't worked at the facility) and floorplan review
- Wedding timeline development and distribution to couple & contracted vendor team
- Curated Wedding day checklist & Photography shot list provided 8-10 weeks out
- 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 final schedule to all vendors and couple 10 days prior to the wedding
- Review transportation arrangements
- Behind The Scenes (BTS) Content Link via Google drive



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 12 hours (subject to final timeline)
- Lead coordinator to start at Bride's getting ready location in the morning.
- Coordinating the flow of the ceremony, reception and wedding day to ensure 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*