



MONTH/DAY OF MANAGEMENT PACKAGE

Need a helping hand for the very end? Let me take over the final stretch and execute all your careful planning, down to the last detail! This package is ideal for couples who have all their vendors picked and their wedding day essentials planned, and simply need some extra help on the day of their wedding. This package starts 6 weeks out from your wedding day.

PLANNING

- Unlimited Phone and email support beginning 10 weeks out from wedding date
- 2 hour In-person or Zoom Final Details appointment scheduled 5-6 weeks out from wedding date
- Venue walk - through (if we haven't worked at the facility) and floorplan review
- Wedding timeline creation/development and distribution to couple & contracted vendor team
- Curated Wedding day checklist & Photography shot list provided 8-10 weeks out
- Contacting all chosen vendors one week prior to the wedding date to make sure they are aware of the timeline and all other specifics for the day
- 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