

Day of Wedding Coordination Package (Starts 6 weeks out)

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 includes the following:

Planning:

- Initial 2 hour in-person consultation with bride and groom
- Unlimited phone / Skype and e-mail consultations
- Venue walk - through (if we haven't worked at the facility) and seating chart mapping
- Reviewing wedding timeline with bride & groom providing final template to their vendors
- Providing bridal party with day of timeline
- 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
- Wedding day checklist

Wedding Day:

- Full day of onsite assistance with ceremony, reception and cocktail hour
- Wedding coordination by lead coordinator from start to finish, up to 13 hours
- Coordinating the flow of the ceremony, reception and wedding day
- Making sure everything is running smoothly and according to schedule
- Full set up of the venue, including: table decor, place cards, centrepieces, guest gifts, sweetheart table, wedding guest book and more
- 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
- Coordinating speeches and any other entertainment during the reception
- Providing complimentary bride & groom wedding day emergency kit onsite
- Delivery of all final payments to all vendors (if requested)

For pricing and additional information, please contact us at classicaffairsbyjenna@gmail.com or 416-655-6774