

# Creative Affairs Inc.



## Pre Wedding Day Services

- Initial call with head coordinator to discuss wedding vendors and planning time line
- Our qualified and “Premier Vendors List” is provided
- This package is designed for couples looking to work with a wedding coordinator 3 to 9 months prior to their wedding day
- We are available to recommend your vendor selections
- We will review any proposals upon client’s request
- ***The client contacts all vendors and collects all proposals***
- A wedding checklist list is provided and your head coordinator will check in with you periodically
- Your wedding site walk through is conducted by one of our coordinators
- Décor & design selection and recommendations conducted and collaborated with appropriate vendors
- We order all rentals needed for the ceremony and/or reception that the caterer or venue does not provide
- We prepare the ceremony and reception diagrams
- An extensive wedding day timeline is drafted, revised, and finalized by your coordinator
- All Creative Affairs staff is scheduled and organized for the day of your wedding
- We collect seating charts and layouts
- The week of your wedding we confirm all hired vendors
- Your head coordinator will plan and coordinate the rehearsal
- After rehearsal we will collect all personal items and final payments for vendors
- Your coordinator will then contact any vendors that need your hotel room number for your wedding day

## Wedding Day Services

- The head coordinator & team will set up the wedding ceremony and reception
- Floral delivery for bride, bridal party, and family members will be organized

### *Ceremony*

- If given at ceremony location we distribute & pin-on all bridal party floral, ring pillow, & flower baskets
- Your head coordinator will confirm possession of rings prior to the ceremony
- Placement of all personal items and accessories will be confirmed
- We will coordinate with all hired vendors for set-up and take-down
- Your head coordinator will check sound system for officiate & musicians
- There will be final confirmation that the ceremony site is properly set up
- Our team will coordinate with those involved in the ceremony
- Your head coordinator will cue the music during the ceremony
- Our team will direct guests to the cocktail/hors d’oeuvres hour

### ***Cocktail Hour***

- The set-up team will arrange all seating cards & place guest book
- Music for the cocktail hour will be confirmed

### ***Reception***

- Our set-up team will check floor plans for placement of all tables and correct number of chairs
- We will confirm tables are properly set with linen, glassware, flatware, and china, if doing a seated dinner
- Placement of specialty items: cake topper, knife/server, toasting flutes, table numbers, menus & favors
- Head coordinator will review with banquet captain the schedule for food and beverage service
- The wedding schedule and announcements with Band / DJ will be reviewed and maintained
- Our team will direct guests from the cocktail hour to the reception
- We will greet guests upon arrival and direct guests to their tables
- The bridal party will be organized for announcement of the grand entrance
- We maintain supervision and cue the entire reception
- The head coordinator will distribute gratuities or final payments to vendors on your behalf
- Our closing team will pack up all bride & groom specialty items and load into assigned location
- Closing staff will ensure that all vendors come back for rental items
- We will check out with the venue and make sure everything is in order and properly shut down



**Includes lead coordinator and set-up team**

**\$6,000 One location for ceremony & reception**

**\$6,500 Two locations**

**\$5,750 Reception Only**



## Please Note

- Your florist is responsible for set up and break down of all your floral and decor.
- Creative Affairs team does not negotiate contracts or prices with any venue or vendor.
- All wedding vendor contracts are to be signed by the client.
- Only 1/2 deposit is required to start your contract and final payment is due 60 days prior to the wedding.
- If your payment and signed contract are not received within 30 days of receiving the contract, please know prices are subject to change.



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