

# Creative Affairs Inc.



# Premier Expectations



*This package is for clients who would like to hand us their wedding budget and we take care of the rest!*

*\* Indicates additional services provided with this package*

## Pre Wedding Day Services

- Our qualified and “Premier Vendors List” is provided
- \* **We will research and collect all venue packages and information for your review \***
- \* **Our team contacts each vendor directly to obtain package services and pricing \***
- We request and review each vendor contract prior to client review and approval \*
- We work with you and directly with your wedding venue and vendors every single step of the way \*
- Our team can select and arrange your wedding décor and vendors according to your budget \*
- Your head coordinator maintains the wedding checklist and budget \*
- Your wedding site walk through is conducted by your coordinator
- We order all rentals needed for ceremony and /or reception that the caterer or venue does not provide
- We prepare the reception and ceremony 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 then will 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
- All signage will be checked at the ceremony and reception sites
- We will confirm arrival of hair & make up persons
- Floral delivery for bride, bridal party, and family members will be organized
- Our staff will make sure transportation is on time

### *Ceremony*

- We distribute & pin-on all bridal party floral, ring pillow, & flower baskets if given at ceremony location
- 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

### ***Ceremony continued***

- 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***

- Our staff will transfer miscellaneous items from the ceremony site to the reception site
- The set-up team will arrange all seating cards & place guest book
- We will ensure the linen is properly placed and all tables are set-up accordingly
- 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 cake topper, knife / server, glasses, chargers, table numbers, menus & favors
- Head coordinator will review with banquet captain the schedule for food and bar 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 vehicles
- 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



**\$8500 (One location for ceremony & reception) - Includes coordinator and set-up team**

**\$9000 (Two locations) - Includes coordinator and set-up teams**

***Additional Partial Package Options:***

**Just the Reception \$8000**





## 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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