



Simply Classic Events Commonly Asked Questions

When should we begin planning?

It is never too early to start getting ideas, but the ideal timeframe for planning a wedding is 10 to 12 months. Simply Classic Events will not take clients more than 18 months out, and many venues won't book more than 18 months out.

Where should I start?

Typically, it's best to begin by **selecting the time of year** you want to get married, then finding a venue. The venue you love may dictate your guest count either because of space limitations or price. It may dictate your date on account of availability as well.

How much do things really cost?

Most couples don't really know how much services for a wedding cost. When **building your budget**, you should start by doing research on flower, DJ, photographer, and venue pricing in your area.

When should I buy my dress?

A wedding dress can take as long as four months to come in, so try to order it five or six months out if possible to ensure you have plenty time for alterations.

When should I send out invitations?

It's great to give your friends and family as much time as possible to ensure they can attend your big day — typically, I encourage invitations to be out no later than three months out. If you have a lot of people traveling to attend, consider sending **save the dates** around the six month marker.

How much should my bridal party expect to spend on my wedding?

On average, it costs a bridesmaid over \$500 to be in your wedding — the dress, the alterations, the bachelorette party are all cost to be factored. For this reason, it is customary to give your **bridesmaids and groomsmen a gift**. If you can swing it, consider offering hair and makeup (your treat) to bridesmaids or a fresh old-school shave for groomsmen — it's a nice way of telling them how much you appreciate them.

How long is the actual wedding day?

A lot of brides only think of their wedding as the four to six hours that guests are around. The truth of the matter is that the day typically starts around 8 a.m. with hair and makeup and bridesmaids. Pictures can start as early as noon and by the time your reception is over, it's likely you will have pulled a 15 hour day. Remember to **eat breakfast** and don't start drinking too early.

Wedding Packages

A Proper Affair

Specifically created for the couple that is looking for each and every detail of their wedding & reception professionally coordinated down to the every last detail. This seamlessly designed package will insure you a stress free experience, with up to 10 in person meetings, unlimited phone and email access with your consultant. A complete design creation of your concept by interpreting your color scheme, theme & décor as visioned. Venue Selection, vendor and service selection and complete coordination of each and every detail throughout the wedding planning process.

SERVICES INCLUDE:

|Up to 10 in-person meetings|

- Determine your wedding style & budget
- Discuss venue, design, concept, colors, themes, décor and vendors & service providers.
- Refer/ attend meetings with the florists of choice to provide a mock table centerpiece for couple.
- Assist and attend menu selection/ tasting, banquet details & setup with chosen catering manager.
- Attend any additional vendor/ client meetings per requested
- Final meeting/s to go over finishing touches and timeline details preferably at the wedding venue.
- Personalize month by month wedding planning calendar with a reminder timeline.

|Wedding Design and Vendor Selection|

- Create wedding concept, theme, colors & design and additional décor if needed.
- Coordinate vendors & service providers that match clients taste, style and budget.
- Coordinate all orders and book dates/ locations with vendors and service providers while providing them with detailed delivery instructions and timeline.
- Review contracts and proposals with clients and provide them with detailed instructions and timeline.
- Mail Invitations & RSVP's
- Assist with travel needs and accommodations for out of town guests and family.
- Assist with special dietary needs of guests and family within Banquet Plan.
- Assist with floor plan, guest lists, seating arrangements and timeline.
- Including but not limited to: Venues, Florist, Cake Designer, Wedding Attire, Music, DJ, Entertainment, Catering, Photography, Videography, Invitations, Specialty Linens, Wedding Favors, Event & Décor Rentals, Officiants, Sweet Stations, Photo Booths, Up- Lighting, Hair & Makeup Professionals, Transportation, Hotel Accommodations, Travel Agencies and additional vendors per request.

|Planning & Important Details|

- Unlimited email and phone access for advice/ support throughout the entire planning process.

- Prepare and set-up vendor list and detailed instructions for all vendors and service providers.
- Wedding favor suggestions, wedding party gifts, selection and orders.
- Assist with event floor plan and timeline.
- Assist with wedding invitations, save the date cards design, etiquette/ wording, mailing & RSVP's.
- Establish your realistic budget, preferences and priorities
- Plan and coordinate wedding concept and design keeping in mind all aspects from invitations, specialty linens, location, floral, attire, décor and ambience down to the most miniscule details.
- Guidance and planning for ceremony and reception
- Place, confirm and review your Banquet Event Order provided by the Catering Manager and arrange your tasting.
- Assistance with wedding attire and rental arrangements.
- Contact and confirm details with all service providers to ensure a timely and professional setup and teardown.
- Set up deposit and payment schedules for all vendors and service providers.
- Provide maps and driving instructions for the service providers of the event locations.
- Keep track of RSVP's for final head count and relay information to vendors.
- Create checklist of personal items needed for the day of wedding
- Place & confirm all rental orders, dates, quantities and layouts.
- Attend sound check with band, DJ or entertainment provider.
- Coordinate with officiant on ceremony details.

- Follow up and confirm with all service providers and vendors 2 week prior to the wedding day.

[Wedding Rehearsal]

- Organize and direct rehearsal, wedding party placement and timeline.
- Distribute and clarify wedding & reception timeline with wedding party.

[Wedding & Reception]

- Time management of the event with the wedding party, family members and vendors as well as the venue staff.
- Direct and coordinate every wedding/ reception detail
- Set-up and supervise all providers for the wedding ceremony and reception.
- Assist wedding party with attire and distribute flowers to wedding party and family members.
- Confirm and inspect seating arrangements, count, place setting, cards and décor.
- Work with reception vendors and service providers at reception to keep organization and timeline.
- Direct ushers with seating & programs
- Greet, seat and assist guests.
- Coordinate with musicians and officiant to cue ceremony and/ or procession.
- Handle payment details and gratuities as needed or requested.
- Attend to personal details and items that need to be transported or available for reception.

*Forget
me Knot*

- Cue music, grand entrance, your first dance, cutting the cake, garter, bouquet toss and bride & grooms grand exit.
- Information on obtaining your marriage license
- Simply Classic Bridal emergency kit

This package was created for the couple that has pre-planned their beautiful day and could use a little assistance with the finishing touches and finalizing the details.

SERVICES INCLUDE:

[Up to 2 months prior to wedding]

- 1st Meeting | We will review all plans, design details, theme, seating charts and layouts, vendor contracts and details provided by the bride and groom so we can prepare and provide a timeline and pre-wedding calendar.
- 2nd Meeting | Finalize all final details with the couple at the wedding venue to preview and map out every detail with you and the timeline. This may also include your tasting.
- Includes exclusive access by phone and email for month prior to wedding day.

|Planning & Important Details|

- Confirm & review Banquet Event Order provided by the catering manager.
- Contact and confirm details with all vendors/ service providers to ensure a timely and professional setup and teardown.
- Confirm all rental orders, dates and quantities.
- Attend sound check with band, DJ or entertainment provider.
- Coordinate with officiant on ceremony details.
- Follow up and confirm with all service providers and vendors 1 week prior to wedding.

|Wedding Rehearsal|

- Organize and direct rehearsal, wedding party placement and timeline.

|Wedding & Reception|

- Direct and coordinate all wedding and reception details
- Set-up/ supervise all vendors/ service providers for the wedding ceremony and reception.
- Time management of the event with the wedding party, family members, vendors as well as venue staff.
- Assist in distribution of flowers to wedding party and family members.
- Confirm and inspect seating arrangements, count, place setting cards and décor.
- Direct ushers with seating & programs
- Greet, seat and assist guests.

- Coordinate with musicians and officiant to cue ceremony and procession.
- Attend to personal details and items that need to be transported or available for reception.
- Information on obtaining your marriage license
- Simply Classic Bridal Emergency Kit

[Additional Services]

- For additional planning time prior to the wedding please add \$200 per month (serving you with unlimited phone and email access to your consultant.)
- Other services/ prices available by request.

Finishing Touches

This package was created for the couple who have their wedding day completely planned and is in need a coordinator to assure the day runs seamlessly.

SERVICES INCLUDE:

[Up to 4 weeks prior to wedding]

- 1 Meeting |to discuss the final details with our Simply Classic Couple at the wedding venue to preview/ map out every details with you and the venue coordinator (if applicable) and finalize the timeline. This may also include your tasting.
- Includes exclusive access & emails up throughout the wedding day.

[Wedding Rehearsal]

- Organize/ direct rehearsal, wedding party placement and timeline.

[Wedding Day]

- Assure all service providers perform in a timely and professional manner from setup and teardown.
- Attend sound check with Band/ DJ or entertainment provider.
- Coordinate with officiant on ceremony details
- Direct/ coordinate all wedding and reception details
- Set-up and supervise all vendors/service providers for the wedding ceremony and reception.
- Manage timing of the event with the wedding party, family members, vendors as well as venue staff.
- Assist wedding party with attire as well as distribute flowers to the wedding party and family members.
- Confirm and inspect seating arrangements, count, place setting, cards and décor.
- Greet, seat and assist guests.
- Coordinate with musicians and officiant to cue ceremony.

*Romantic
Rendezvous*

- Attend to personal details and items that need to be transported or available for reception.
- Information on how to obtain your marriage license
- Simply Classic Bridal Emergency Kit

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Destination weddings are always fabulous- a getaway with the closest family and friends to celebrate the most magical day of your lives. From the moment you said “YES” till you walk down the aisle, we are here to help with all special events and necessities that your special day entails. From helping you find the perfect location and assisting travel accommodations to your deciding your perfect color scheme. I will be sure to make your destination dream day become a reality.

SERVICES INCLUDE:

|Up to 12 in-person meetings|

- Determine your wedding style & budget
- Discuss venue, design, concept, colors, themes, décor and vendors & service providers.
- Refer/ attend meetings with the florists of choice to provide a mock table centerpiece for couple.

- Assist and attend menu selection/ tasting, banquet details & setup with chosen catering manager.
- Attend any additional vendor/ client meetings per requested
- Final meeting/s to go over finishing touches and timeline details preferably at the wedding venue.
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