

We offer Month of, Partial and Full Service Packages

Please see below for a description of each

~ Inspiring Details ~ (Month-of)

\$2100 (One location for ceremony & reception) – Includes coordinator and set-up team

\$2500 (Two locations) – Includes coordinator and set-up teams

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
Communication starts 90 days out with your head coordinator
Up to 3 in person or video chat meetings

The client contacts all vendors and collects all proposals

A wedding checklist is provided with the contract
We review all rentals needed for the ceremony and / or reception
We prepare the ceremony and / or reception diagrams at the walk through
An extensive wedding day timeline is drafted, revised, and finalized
All Creative Affairs staff is scheduled and organized for the day of your wedding
We collect seating charts for the ceremony and / or reception
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

Ceremony

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 Confirm that all vendors are set up and ready

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 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 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

~ Creative Expressions ~

Partial Package

\$3000 (One location for ceremony & reception) – Includes coordinator and set-up team

\$3500 (Two locations) – Includes coordinator and set-up teams

Pre Wedding Day Services

Our qualified and “Premier Vendors List” is provided
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

~ Premier Expectations ~ (Full- Service)

Pre Wedding Day Services

\$6500 (One location ceremony & reception) – Includes coordinator and set-up team

\$7000 (Two locations) – Includes coordinator and set-up teams

Additional Partial Package Options: Just the Reception \$5500

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 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