

# FANTASY

## FULL SERVICE PACKAGE

This package is perfect for the busy bride and groom who would like assistance with their wedding planning from the very beginning until the last guest leaves. We will manage the entire process to ensure every detail is perfect!

## PRE-WEDDING PLANNING

### INITIAL CONSULTATION

We will meet to discuss:

- Overall concepts, ideas and dreams for your wedding and reception
- Budget parameters, size and complexity of the wedding, religious requirements, heritage and ethnic considerations
- Review any existing vendor commitments you may have already contracted
- An overview of the wedding planning process
- Etiquette suggestions

### UNLIMITED EMAILS AND PHONE CALLS

### CREATIVE WEDDING DESIGN

- Creativent will help design an overall ambience, style and décor for your ceremony and reception based on your preferences
- Suggest and design personalised unique touches for your event
- Include ethnic and cultural heritage where appropriate

### VENDOR RECOMMENDATIONS

We will refer you to 2 - 3 vendors per category who:

- Best match your style and/or preferences expressed in initial consultation are proven to be reliable and reputable
- Consistently meet or exceed our client's expectations
- No commissions or finder's fees are exchanged between us
- We will review and discuss all contracts and provide information about company policies and services

### PLANNING CHECKLIST

We will develop a checklist customized for your wedding date and plans to keep you on track along the planning process

### BUDGET PREPARATION

We will establish:

- A detailed wedding budget based on your budget parameters and wedding plans
- Budget breakdown into categories for each area of service

- Maintain a record of expenditures and payment due dates

### SITE RECOMMENDATIONS

- Advise you of appropriate facilities for your ceremony or reception
- Provide you with their policies and requirements
- Advise you of any additional expenses you might incur at their facility
- Provide you with contact names, phone numbers and physical address

### VENDOR AND SITE AVAILABILITY

- Our staff will contact all recommended vendors and sites to:
- Find out their availability for your particular wedding date
- When possible, reserve that date in our name until you are available to meet with them
- We will notify you and provide you with needed company information

### WEDDING DESIGN FACILITATION

We will be actively involved in all creative aspects of the wedding. Including but not limited to:

- Assist in coordination of all vendors' work to create a unified wedding event
- Keep all vendors current on modifications of wedding plans
- Assist in selection of rental items
- Deliver color swatches, etc. to vendors

### FORMAT CEREMONY

We will meet for another consultation to:

- Outline the components of your wedding ceremony
- Decide the order of the processional, Determine placement of songs and prayers. Finalise seating arrangements and select escorts for VIP guests
- Schedule any religious events preceding the ceremony
- Discuss pre-wedding photography and post-wedding photography

### FORMAT RECEPTION AND RECEPTION AGENDA

Consultation to discuss:

- Final seating arrangements and floor plan diagrams for the reception
- Discuss timetable for each menu component
- Create a timeline that the facility and musicians will follow throughout the event
- Design and format reception table cards and menus
- Discuss reception activities including cake cutting, toasts, dances, bouquet and garter toss and your departure arrangements.

### WEDDING WEEK COORDINATION

- Create and distribute wedding party itinerary and information letters
- Create a detailed vendor itinerary and email it to all vendors
- Follow up with calls to vendors the

- week of the wedding
- Prepare detailed ceremony and reception information for the wedding party
- Attend the rehearsal, assisting or directing as appropriate

## THE BIG DAY

### CEREMONY COORDINATION

- Staff will be on site to facilitate ceremony set up and decoration
- Confirm all deliveries and vendor arrivals
- Pin flowers on attendants and distribute bouquets
- Execute all wedding plans and details with vendors, family and guests
- Assist bride, groom and wedding party
- Assist with pre-wedding and post-wedding photography
- Transport personal items of wedding party to reception as needed
- Provide light refreshments (bottles water, etc.) for wedding party prior to ceremony when appropriate according to location

### RECEPTION COORDINATION

We will provide staff to:

- Be on site to facilitate reception set up and decoration
- Confirm all deliveries and vendor arrivals
- Deliver personal décor items, favors, cake knife and goblets to reception site
- Assist with the table cards for guests
- Coordinate service of pre-function events and entertainment
- Direct all events throughout the reception
- Coordinate the blessings, the food service, first dances, cake cutting, toasts, special ceremonial dances, the bouquet and garter activities and the departure of the bride and groom.
- Load gifts into designated car
- Clean up personal decorations and possessions
- Distribute tossing items to guests
- Distribute last payments to vendors

### EMERGENCY MANAGEMENT

- Provide extensive Emergency Kit at ceremony and rehearsal
- Analyse plans to prevent emergencies



*creativent*

# CLASSIC

## PARTIAL SERVICE PACKAGE

This package is ideal for the bride and groom who would like a coordinator to guide them along the planning process.

## PRE-WEDDING PLANNING

### INITIAL CONSULTATION

We will meet to discuss:

- Overall concepts, ideas and dreams for your wedding and reception
- Budget parameters, size and complexity of the wedding, religious requirements, heritage and ethnic considerations
- Review any existing vendor commitments you may have already contracted
- An overview of the wedding planning process
- Etiquette suggestions

### UNLIMITED PHONE CALLS AND EMAILS

### PLANNING CHECKLIST

We will develop a checklist customized for your wedding date and plans to keep you on track along the planning process

### FORMAT CEREMONY

We will meet for another consultation to:

- Outline the components of your wedding ceremony
- Decide the order of the processional, Determine placement of songs and prayers. Finalise seating arrangements and select escorts for VIP guests

- Schedule any religious events preceding the ceremony
- Discuss pre-wedding photography and post-wedding photography

### FORMAT RECEPTION AND RECEPTION AGENDA

Consultation to discuss:

- Final seating arrangements and floor plan diagrams for the reception
- Discuss timetable for each menu component
- Create a timeline that the facility and musicians will follow throughout the event
- Design and format reception table cards and menus
- Discuss reception activities including cake cutting, toasts, dances, bouquet and garter toss and your departure arrangements.

### WEDDING WEEK COORDINATION

- Create and distribute wedding party itinerary and information letters
- Create a detailed vendor itinerary and email it to all vendors
- Follow up with calls to vendors the week of the wedding
- Prepare detailed ceremony and reception information for the wedding party
- Attend the rehearsal, assisting or directing as appropriate

## THE BIG DAY

### CEREMONY COORDINATION

Staff will be on site to facilitate ceremony set up and decoration

- Confirm all deliveries and vendor arrivals
- Pin flowers on attendants and distribute bouquets
- Execute all wedding plans and details

- with vendors, family and guests
- Assist bride, groom and wedding party
- Assist with pre-wedding and post-wedding photography
- Transport personal items of wedding party to reception as needed
- Provide light refreshments (bottles water, etc.) for wedding party prior to ceremony when appropriate according to location

### RECEPTION COORDINATION

We will provide staff to:

- Be on site to facilitate reception set up and decoration
- Confirm all deliveries and vendor arrivals
- Deliver personal décor items, favors, cake knife and goblets to reception site
- Assist with the table cards for guests
- Coordinate service of pre-function events and entertainment
- Direct all events throughout the reception
- Coordinate the blessings, the food service, first dances, cake cutting, toasts, special ceremonial dances, the bouquet and garter activities and the departure of the bride and groom.
- Load gifts into designated car
- Clean up personal decorations and possessions
- Distribute tossing items to guests
- Distribute last payments to vendors

### EMERGENCY MANAGEMENT

- Provide extensive Emergency Kit at ceremony and rehearsal
- Analyse plans to prevent emergencies



*creativent*

# WRAP IT UP

## MONTH OUT COORDINATION

This package is ideal for couples who have taken care of most of their wedding pre-plans and now want to relax for a month leading up to the “big day”. We will assist with the “wrap up” of the final details and last minute touches.

## PRE-WEDDING PLANNING

### INITIAL CONSULTATION

We will meet to discuss:

- Overall design of your wedding and reception
- Review all existing vendor contracts

### UNLIMITED EMAILS AND PHONE CALLS

### FORMAT CEREMONY

We will meet for another consultation to:

- Outline the components of your wedding ceremony
- Decide the order of the processional, Determine placement of songs and prayers. Finalise seating arrangements and select escorts for VIP guests
- Schedule any religious events preceding the ceremony
- Discuss pre-wedding photography and post-wedding photography

### FORMAT RECEPTION AND RECEPTION AGENDA

Consultation to discuss:

- Final seating arrangements and floor plan diagrams for the reception
- Discuss timetable for each menu component
- Create a timeline that the facility and musicians will follow throughout the event
- Design and format reception table cards and menus
- Discuss reception activities including cake cutting, toasts, dances, bouquet and garter toss and your departure arrangements.

### WEDDING WEEK COORDINATION

- Create and distribute wedding party itinerary and information letters
- Create a detailed vendor itinerary and email it to all vendors
- Follow up with calls to vendors the week of the wedding
- Prepare detailed ceremony and reception information for the wedding party
- Attend the rehearsal, assisting or directing as appropriate

## THE BIG DAY

### CEREMONY COORDINATION

- Staff will be on site to facilitate ceremony set up and decoration
- Confirm all deliveries and vendor arrivals
- Pin flowers on attendants and distribute bouquets
- Execute all wedding plans and details with vendors, family and guests

- Assist bride, groom and wedding party
- Assist with pre-wedding and post-wedding photography
- Transport personal items of wedding party to reception as needed
- Provide light refreshments (bottles water, etc.) for wedding party prior to ceremony when appropriate according to location

### RECEPTION COORDINATION

We will provide staff to:

- Be on site to facilitate reception set up and decoration
- Confirm all deliveries and vendor arrivals
- Deliver personal décor items, favors, cake knife and goblets to reception site
- Assist with the table cards for guests
- Coordinate service of pre-function events and entertainment
- Direct all events throughout the reception
- Coordinate the blessings, the food service, first dances, cake cutting, toasts, special ceremonial dances, the bouquet and garter activities and the departure of the bride and groom.
- Load gifts into designated car
- Clean up personal decorations and possessions
- Distribute tossing items to guests
- Distribute last payments to vendors

### EMERGENCY MANAGEMENT

- Provide extensive Emergency Kit at ceremony and rehearsal
- Analyse plans to prevent emergencies



*creativent*

# YOUR PERFECT DAY

## DAY OF COORDINATION

Ideal for the bride who has planned her perfect day from the time she was a little girl and wants to enjoy it without worrying about all the details.

## PRE-WEDDING PLANNING

MEETING 2 WEEKS IN ADVANCE

UNLIMITED EMAILS AND PHONE CALLS

CONFIRMATION OF ALL VENDOR

DETAILS FOR REHEARSAL & WEDDING:  
1 WEEK PRIOR TO EVENT

REHEARSAL DIRECTION  
(UP TO 2 HOURS)

## THE BIG DAY

### CEREMONY COORDINATION

- Staff will be on site to facilitate ceremony set up and decoration
- Confirm all deliveries and vendor arrivals
- Pin flowers on attendants and distribute bouquets
- Execute all wedding plans and details with vendors, family and guests
- Assist bride, groom and wedding party
- Assist with pre-wedding and post-wedding photography
- Transport personal items of wedding party to reception as needed
- Provide light refreshments (bottles water, etc.) for wedding party prior to ceremony when appropriate according to location

### RECEPTION COORDINATION

We will provide staff to:

- Be on site to facilitate reception set up and decoration
- Confirm all deliveries and vendor arrivals
- Deliver personal décor items, favors, cake knife and goblets to reception site
- Assist with the table cards for guests
- Coordinate service of pre-function

- events and entertainment
- Direct all events throughout the reception
- Coordinate the blessings, the food service, first dances, cake cutting, toasts, special ceremonial dances, the bouquet and garter activities and the departure of the bride and groom.
- Load gifts into designated car
- Clean up personal decorations and possessions
- Distribute tossing items to guests
- Distribute last payments to vendors

### EMERGENCY MANAGEMENT

- Provide extensive Emergency Kit at ceremony and rehearsal
- Analyse plans to prevent emergencies



*creativent*

# LITTLE TOUCHES

## ADDITIONAL WEDDING SERVICES

These tasks might seem so little but they can add up and set the mood for your day. Relax and have a worry free wedding!

### Format invitations and stationary

Arrange a consultation to discuss options for the wording of invitations

Determine quantities needed and suggest appropriate type styles

Advise you of appropriate wording in cases of divorce, remarriage and deaths

Assist you with wording for your invitations

Assist with the selection of wedding stationary

### Pick up and Deliver Invitations

Determine correct Postage for Invitations

Pick up Postage Stamps

Assemble and Send Invitations

Design Wedding Programs

Assemble Wedding Programs

Track RSVP's

### Menu Tasting

Schedule a menu tasting at the facility or caterers

Assist in creation of menu

Assist in making appropriate wine selections based on your menu

### Arrange Guest Transportation

Solicit quotes from the various companies

Confirm times and pick up/drop off locations with you and the companies

### Select Ceremony and Reception Music

We will schedule an in-studio appointment to:

Listen to and select appropriate music for your ceremony

Provide your ceremony musicians with a list of your selections

Review reception music

Provide those musicians with a list of your selections

In needed, assist musicians in locating the sheet music for your songs

### Vendor and Site Appointments

Contact vendors and sites to set up an appointment with you

Notify you of all appointments, keeping your available dates and times in priority

Attend, as needed, appointments with you priced per appointment  
Spend a full day attending appointments with client

### Rehearsal Dinner

Recommend Rehearsal Dinner Site & Check Availability of site

Assist with rehearsal dinner activities, decor, entertainment

### Post Wedding tasks/returns

Return rental items to bakery and florist

Return tuxedos

### Wedding Week Activities (per activity)

Recommend vendors for activities for men, women or mixed groups

Include a spa day, golf, water sports, island tours or other activities

Recommend vendors for an After Glow casual get together

Create special gifts for out of town guests

Reserve hotel accommodations/room blocks

Assist with suggestions for toasts

Arrange dance lessons

Assist groom with romantic wedding day surprises for the bride

Assist in selection of tuxedos

### Bridal Portrait Session

Schedule your formal bridal portrait session

Order a fresh bouquet for this sitting

Schedule your hair and makeup session

Assist you with dressing on location

Help you throughout the session until its complete

