



Swanky Affairs

An Event Planning and Consultation Company

Below is sample package that Swanky Affairs can customize for you. All of our services can be customized into a package that meets your needs and your budget.

Platinum Service

- ❖ Consultation: One hour with Bride/Groom or Event Host
- ❖ Unlimited phone/email support
- ❖ 15 face to face meetings (1-2 hrs)
- ❖ Budget development
- ❖ Design theme/concepts for the event
 - Color scheme/time of year
 - Favors
 - Ice Sculptures
 - General atmosphere
- ❖ Vendor referrals
- ❖ Site visits/selection (Ceremony/Reception)

- ❖ Officiant selection
- ❖ Site meetings
 - Tasting/Menu Selection
 - Seating
 - Final Details
 - Walk through
- ❖ Appointment setting – Vendor meetings
 - Florist
 - Entertainment (DJ, Band, etc)
 - Ceremony/Reception/Rehearsal Dinner
 - Caterer/Liquor supplier
 - Photographer
 - Videographer
 - Transportation
 - Hotel Accommodations
 - Bakeries
 - Rental companies
- ❖ Invitation/Stationary selection
 - Calligraphy/Assembly
 - Save the Date Cards
- ❖ Contract Negotiations
- ❖ Timelines
 - Vendor
 - Bridal Party
- ❖ Vendor confirmation/Directions
- ❖ Vendor payment/Emergency phone numbers
- ❖ Rehearsal instruction
- ❖ Checklist for rehearsal
 - Ensure that all items are present on rehearsal night
 - Gather items and bring the day of
- ❖ Day of Wedding: assistance and on-site coordination

Swanky Affairs provides each event with a minimum of two planners. One planner will be specifically dedicated to the couple to provide special attention, to accommodate any special needs and to assure that your day is flawless.

Swanky Affairs also offers Hourly Assistance:

Don't sweat the small stuff! For "a la carte" assistance that may include budget planning, question and answer sessions, etiquette situations, timelines or other "simple" or unexpected matters, consider Swanky Affairs for help and guidance. If you can't handle a last-minute crisis or you just need a little extra support and information, allow us to assist.

Contact one of our event coordinators to hear more about our packages.
We will be happy to meet with you for a free consultation.

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