



# 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.*

## *Silver Service (Day of Coordination)*

### *❖ Prior to the Day of:*

- ❖ Initial meeting to discuss details
- ❖ Detailed timeline for vendors
- ❖ Detailed timeline for wedding party
- ❖ Review vendor contracts and contact vendors to confirm all details
- ❖ Wrap up any loose ends
- ❖ Phone and email contact

### *❖ On the Day of:*

- ❖ First contact to greet vendors and receive all deliveries
- ❖ Coordinate and assist w/ set up and decorating
- ❖ Distribute final payments and tips to vendors
- ❖ Assist guests and wedding party as needed
- ❖ Pin boutonnieres and corsages
- ❖ Direct ceremonial processional
- ❖ Follow timeline
- ❖ Troubleshoot and act as “behind the scenes” manager
- ❖ Gather any remaining items at the end of the night (i.e. guest book, table cameras, items left behind by guests, etc)

*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.