



WWW.THEPOSHAFFAIR.COM

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FACEBOOK.COM/POSHTEXAS

DAY-OF

\$1,895 investment

Our Day-Of Coordination is for those couples who have all of the details of their Posh Affair planned, but need assistance in bringing it all together and "Making it Happen!"

Each consultation, whether in-person, over the phone, or via e-mail communication, will be for the purpose of assessing your arrangements and identifying any potential weaknesses. It is our goal to work with you to bring all those last minute details together and make your wishes come to life!

PRE-EVENT

- Initial consultation at The Posh Affair's office OR event site to review contracts & floorplan
- Unlimited e-mail and phone consultations TWO WEEKS prior to event date with The Posh Affair team
- Assist with the creation of personalized floorplans & timelines specific to your event
- Confirmation phone call to all vendors (1 week) prior to the event to relay final plans, point(s) of arrival and fulfillment of contracts thru end of event(s)



DAY-OF

(continued)

\$1,895 investment

DAY-OF EVENT

- Senior Planner & Assistant on-site for entirety of event
- Morning-Of Rehearsal (either together or separately with each respective Bridal Party)
- Day-of event coordination including assistance in set-up of decor (favors, escort card, placing menus, guest book, etc...)
- Verify all vendors and deliveries arrive; timeline coordination & break down
- Arrange and/or receive Bridal Suite decoration & refreshments
- Complete ceremony and reception orchestration
- Cue bridal party, family and honored guests thru wedding formalities and reception events
- Ensure bridal party runs on schedule and assist with an on-time start
- Cue family and bridal party for formal photographs to maximize photographer time
- Coordinate transportation of items from ceremony to reception site
- Orchestrate ceremony line-up and introduction of newlyweds into reception area
- Manage last minute conflicts, changes or emergencies for continuity of event

POST-EVENT

- Secure gifts/monetary items, personal and decor items of couple and families; place in designated vehicle post-event
- Distribute final payments to all vendors
- Assist with final clean up and fulfillment of venue policies



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PARTIAL

\$3,695 investment

This package is for the couple who have completed most of the planning process and would like the luxury of our team ONE MONTH before their Posh Affair to finalize details and execute their vision!

PRE-EVENT

- Comprehensive consultations 4-6 weeks prior to your event date
- Access to our cloud-based platform that allows us to easily communicate, seamlessly organize and share all of your event details from A to Z.
- Unlimited e-mail and phone consultations after your initial meeting with The Posh Affair team
- Creation of personalized floorplans and timelines specific to your event
- Layout and traffic flow recommendations
- Assistance with the development of ceremony and reception seating arrangements
- Triple confirmation with vendors so nothing is left to chance: one month, one week & one day before event
- Coordination with all vendors on the final plans, point(s) of arrival and fulfillment of contracts thru end of event(s)

REHEARSAL

- Complete rehearsal orchestration (whether Day-Of (typically AM with the Bride & Bridal Party & in the Afternoon (upon arrival, with the Groom & Groomsmen). If a Night-Before Rehearsal is possible at your venue, The Posh Affair will be there to coordinate, given the Rehearsal time is a mutually agreeable time.



PARTIAL

(continued)

\$3,695 investment

DAY-OF EVENT

- Senior Planner & Assistant on-site for entirety of event
- Assistance in set-up of decor (favors, escort card, placing menus, guest book, etc...)
- Verify all vendors and deliveries arrive; timeline coordination & break down
- Arrange and/or receive Bridal Suite decoration & refreshments
- Complete ceremony and reception orchestration
- Cue bridal party, family and honored guests thru wedding formalities and reception events
- Ensure bridal party runs on schedule and assist with an on-time start
- Cue family and bridal party for formal photographs to maximize photographer time
- Coordinate transportation of items from ceremony to reception site
- Orchestrate ceremony line-up and introduction of newlyweds into reception area
- Manage last minute conflicts, changes or emergencies for continuity of event

POST-EVENT

- Secure gifts/monetary items, personal and decor items of couple and families; place in designated vehicle post-event
- Distribute final payments to all vendors
- Assist with final clean up and fulfillment of venue policies



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COMPLETE

\$5,300 investment

This package is for the couple who want us to guide them through the entire design and planning process. From scouting venues to budget assistance, planning meetings, and selecting your professional vendors, we are with you every step of the way to inspire and help personalize your wedding day!

PRE-EVENT

- Unlimited e-mail and phone consultations with The Posh Affair team
- Access to our cloud-based platform that allows us to easily communicate, seamlessly organize and share all of your event details from A to Z.
- Initial two-hour in-person consultation
- Assist in the creation of your personalized event budget; manage any changes and advise couple regularly
- Assist in overall wedding concept and design
- Compile selection of preferred vendors; attend all vendor meetings as necessary
- Review and negotiate all contracts and create payment schedules
- Personalized venue selection
- Bar & Menu selection
- Up to three in-person visits, prior to event date, to your committed ceremony & reception sites
- Accommodations search & selection
- Create personalized timelines and checklists specific to your event(s)
- Layout and traffic flow recommendations
- Assist with bridal attire selection and color palettes
- Coordinate and assist with selection of all collateral (i.e., invitations, menus programs, save-the-date, escort cards, place cards, etc...) to stay in line with the overall vision of your event
- Assist with development of ceremony and reception seating arrangements
- Confirmation phone calls to all the vendors (one to two weeks) prior to event date
- Coordinate with all vendors the final plans, point(s) of arrival and fulfillment of contracts thru end of event
- Create itineraries and timelines; deliver to bridal party and specified guests
- Serves as point of contact for all family and/or bridal party members from planning process thru end of event



COMPLETE (continued)

\$5,300 investment

REHEARSAL

- Complete rehearsal orchestration (whether Day-Of (typically AM with the Bride & Bridal Party & in the Afternoon (upon arrival, with the Groom & Groomsmen). If a Night-Before Rehearsal is possible at your venue, The Posh Affair will be there to coordinate, given the Rehearsal time is a mutually agreeable time.

DAY-OF EVENT

- Senior Planner & Assistant on-site for entirety of event
- Assistance in set-up of décor, arrival of all vendors & deliveries; timeline coordination & breakdown
- Arrange and/or receive Bridal Suite decoration & refreshments
- Complete ceremony and reception orchestration
- Cue bridal party, family and honored guests thru wedding formalities and reception events
- Ensure bridal party runs on schedule and assist with an on-time start
- Cue family and bridal party for formal photographs to maximize photographer time
- Coordinate transportation of items from ceremony to reception site
- Manage last minute conflicts, changes or emergencies for continuity of event

POST-EVENT

- Secure gifts/monetary items, personal and decor items of couple and families; place in designated vehicle post-event
- Distribute final payments to all vendors
- Assist with final clean up and fulfillment of venue policies
- In-person meeting 2-3 weeks post-event to recap your POSH Affair!

A-LA CARTE SERVICES

DO WHAT YOU LOVE! WE KNOW YOU'D RATHER BINGE-WATCH NETFLIX THAN REVIEW VENDOR CONTRACTS...

So spend time focusing on the fun parts of the wedding planning process, not the tedious ones!

Our "A La Carte" services give you freedom to mix and match services and choose your precise level of involvement. If you are one of our POSH Couples, these additional services are offered at special preferential rates. Outside of our previously booked clients, these services are priced and offered per TPA's availability.

Selected the perfect venue, but overwhelmed with finding your remaining vendors? Booked your florist, but concerned that you can't find the right band? Wondering how a complete design concept would enhance your guests' experience? Do you keep asking yourself, "What am I forgetting?"

- Budget Creation & Consultation
- Venue Search & Selection
- Wedding Decor & Design
- Furniture/Prop Rentals
- Hotel Accommodations
- Rehearsal Management
- Vendor Matching: Photographer, Florist, Music, Officiant, Beauty & More
- R.S.V.P. Management and Confirmation Service
- Child Reception Activities
- Theme Design
- Out of Town/Welcome Bags
- Bathroom Guest Baskets
- Unique Sign-In Displays
- Shower and Luncheon Designs
- Bachelorette/Bachelor Party
- Post-Wedding Brunch
- Custom Cake Topper
- Creative Favor Design
- Specialty Displays
- Wine Tasting, Golf Outings and Other Guest Weekend Activities
- Wedding Website
- Accommodation Arrangements
- Entertainment Booking
- Wedding Program Design
- Monogram, Reception Menus
- Invitations &/or Save-the-Dates
- Place Cards, Escort Cards
- Clean-Up Crews
- Wedding Concierge Service
- Assemble and Mail Save-the-Dates, Wedding Invitations, Shower and/or Rehearsal Dinner Invitations
- General Consultation [\$75 hour]