

# Day of Package

Perfect for couples who have organized all the planning and details themselves but would like some professional assistance on their big day. Infinite Events will ensure that everything runs smoothly and according to plan.

## Consultations & Personal Service

- ◆ 2 consultations and unlimited access via phone and e-mail
- ◆ Create a personal wedding planning timeline for bride & Groom
- ◆ Emergency kit on hand for unexpected mishaps.

## Vendors

- ◆ Review all vendor contracts and address any of your questions and/or concerns with the vendor.
- ◆ Provide communication, phone calls, faxes and emails, and clarification between you and all vendors throughout the entire planning process.
- ◆ Final timeline sent to all vendors confirming all details of the wedding

## Rehearsal Coordination

- ◆ Provide a detailed printed schedule of ceremony events, roles and responsibilities; that will be handed out to everyone attending the rehearsal.
- ◆ Confirm ceremony activities, traditions, standing positions, etc...
- ◆ Review usher and head usher assignments.
- ◆ Confirm final seating assignments.
- ◆ Finalize all details with guests and the wedding party.
- ◆ Collect and keep safe all personal items of the Bride and Groom/wedding party, including favors, ceremony accessories and decor.
- ◆ Coordinating wedding rehearsal (assistance with processional and recessional)

## Coordination of Ceremony and Reception (8 hours)

- ◆ Arrival 2 hours early to check-in vendors, oversee final decorating and set-up
- ◆ Instructing attendants of their duties
- ◆ Supervise ceremony and reception site preparation - checking in all vendors, set-up of unity candle, guest book/pen, place cards, special pictures, table cameras, cake napkins, cake pillars, favors at reception, transport altar flowers/pew bows to reception if needed after pictures, and last minute decor. (An additional fee may apply for transport)
- ◆ Assist wedding party, family members, and guests as needed on wedding day.
- ◆ Greet Guests and advise on escort procedures.
- ◆ Cue wedding party for procession.
- ◆ Assist with pre and post-ceremony photo sessions.
- ◆ Coordination of Events at Reception with required vendors - Grand Entrance, dining, first dance, toast, cake cutting, garter toss, bouquet toss, Exit of Bridal Couple, etc.
- ◆ Coordination of the collection of gifts at reception and organize where all of your wedding presents/cards will be transported
- ◆ Distribute payment envelopes to vendors if applicable
- ◆ On-site Troubleshooter
- ◆ Any Additional Services, Setup and coordination by Infinite Events as Discussed in Contract

**\*\*Day Of Package Price - \$750.00\*\***